Technical Communicator Internship

ARGO Data Resource Corporation (ARGO) specializes in state-of-the-art technology, implementation services, and support for the financial services industry. Join the leading provider of enterprise-wide services and software for tier-one and super regional banks, regional banks, community banks, indirect lenders, and mortgage companies.

Responsibilities

- Assist with the base software documentation scrub project by verifying accuracy, identifying gaps, and repositioning existing content.
- Edit technical documentation and marketing materials, as needed.
- Format ARGO communication deliverables.
- Write technical and business documents, as requested.
- Print and bind documents, as requested.

Primary Duties

- Conduct user/task analysis to determine documentation requirements.
- Develop content specifications and design documents for identified documentation.
- Work with ARGO subject matter experts (SMEs) to develop quality documentation.
- Write and publish documentation in the appropriate medium.
- Provide editing support for all document types, as requested.
- Maintain regular communication with other internal groups to proactively develop and maintain documentation.
- Track changes to documentation and update existing documents, as required.
- Manage and repurpose documentation content, whenever possible.

Requirements

- Currently enrolled in undergraduate or graduate degree plan or working to achieve certification in Technical Communication or similar field
- Minimum GPA of 3.00 in core classes
- Outstanding technical writing skills
- Solid editing skills
- Proficient in Microsoft Office applications
- Knowledge of FrameMaker
- Excellent communication skills
- Able to take direction and work independently
- Work on site at ARGO approximately 20 hours per week
- Able to work in a team environment
- Must be a U.S. citizen or permanently authorized to work in the U.S. without sponsorship