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Wednesday, September 3, 2014

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Technical Writer

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Job ID:	19917871	Posted:	September 2, 2014
Position Title:	Technical Writer	Job	Technical Writer
Company Name:	Metra	Function:	
Location(s):	Chicago, Illinois, 60661, United States	Entry Level:	No
		Job Type:	Full-Time

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Job Description

Summary of Duties

Reporting directly to the Department Head, Management Development, the **Technical Writer** provides technical and writing expertise for training and non-training projects. Responsibilities include assessing training needs, defining learning objectives, developing project standards, identifying appropriate instructional strategies, and implementing industry and corporate standards into document design, training delivery, and in train-the-trainer programs.

In addition, technical writers are responsible for defining client requirements, building client relationships, working with clients to ensure materials meet project requirements, analyzing project assignments to determine solutions, and collaborating with subject matter experts (SMEs) to analyze, develop, implement, and evaluate appropriate solutions. The Technical Writer must also perform other related duties as necessary to meet the ongoing needs of the organization.

## **Job Requirements**

### **Minimum Acceptable Qualifications**

- Bachelor's degree in English, Adult Education, Instructional Design, Communication, Industrial Psychology, Technical Writing, OR in lieu of degree, any combination of education and experience in technical writing, journalism, or curriculum design that equals four (4) years.
- Must have five years experience in course design, curriculum design, or e-learning.
- Excellent verbal and written communication skills for presentations.
- Advanced knowledge of Microsoft Office Suite including Word, PowerPoint, Outlook, and Excel.
- Comprehensive knowledge of current instructional theories and principles applicable to both hard copy and web-based instructional materials.
- Knowledge of information architecture principles and methods.
- Must possess interpersonal and human relations skills in dealing with all levels of staff, external groups/customers, and organizations.
- Knowledge of multi-media design tools is preferable.
- Must possess a valid driver's license.

**All employees are responsible for performing their job safely and in accordance with the safety objectives, goals and program of the organization, ensuring compliance with applicable safety rules and regulations.**

### **Other Important Information**

- Only qualified applicants will receive consideration.
- Selected candidates are subject to a physical examination/drug test and background check to verify information regarding education, employment, vehicle and criminal history.
- **Relocation is not available for this position.**

### **Company Overview**

**Metra** is one of the largest commuter rail systems in North America and provides commuter rail service between the downtown Chicago business district and 240 stations in Northeastern Illinois over 11

routes totaling about 500 route miles. Metra operates 700 weekday trains, providing more than 300,000 passenger trips a day.

**Response Information**

**If you are interested in applying for a position at Metra, please send your cover letter which must include the position title, your resume and salary history to:**

**E-mail: [jobs@metrarr.com](mailto:jobs@metrarr.com)**

Metra is an Equal Opportunity/Affirmative Action Employer. It is our policy to fill vacant positions with qualified candidates without regard to race, color, sex, religion, national origin, age, or disability, assuming an individual can perform the essential functions of the job with or without accommodation.

Metra / 547 W. Jackson Blvd. / Chicago, IL 60661

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