User Assistance / Technical Writing Intern, Summer 2016, May - August 2016

Dassault Systèmes

Reference
308393
Location
United States,
Auburn Hills
Type
Internship

Position Summary

SUMMARY

The User Assistance R&D team is looking for looking for a talented and motivated student intern who is majoring in communications or a liberal art that hones writing and thinking skills (e.g., English, philosophy, or history) but who also embraces technology. Our role within software development is to understand how people are expected to use our software and to provide pithy explanations in various media (text, video, images) to help users master our apps. We are seeking an individual with an interest in communicating complex ideas simply. This internship will provide experience working with a professional writing and media-creation team in an international company.

**Please submit writing samples along with your cover letter and resume.**

Position Description

RESPONSIBILITIES

• Transform existing text into videos, smart, progressively disclosed tooltips, or Wiki-esque articles.
• Migrate guides into newer formats.
• Apply a corporate style guide to materials written prior to the guide's adoption

I am interested in any candidates who want a paid internship that involves writing, editing, and using other media for technical communication. Because I graduated from Carleton College, I know what an excellent job nationally ranked liberal arts colleges like yours do in teaching not just core skills but also in fostering curiosity and rigorous thinking. Although my company tends to recruit from engineering schools, liberal arts students are as well suited for my department's needs as engineers, so I am making this appeal directly to the heads of English departments and administrators at liberal arts colleges. I stumbled upon technical writing by accident, but I have been able to make a successful career of it, and I would like to reach out to those in a situation similar to my own 30 years ago.

My team's internship is available in our Auburn Hills, Michigan office. Dassault Systèmes is an international software firm headquartered outside of Paris. It would be delightful to have a French speaker, but that is not required. I have team members here and in France, and I expect to have intern in France as well as one here. Therefore, whoever accepts this job has a chance to work in an international environment.

Requirements

REQUIREMENTS

• Currently enrolled in a Bachelor or Masters program in communications or a liberal art with a writing emphasis.

• Minimum cumulative GPA 3.5 or higher.

• Curiosity. Unrelenting, cannot-stop-wondering curiosity about how things work and how to explain to others how things work.

• An understanding of what an authoring template is (html, xml, or .docx) and how to use it

• Positive, self-motivated individual with high level of enthusiasm and willingness to learn and incorporate coaching and instructions into daily tasks and assignments.

• Highly organized, detail-oriented, and patient enough to troubleshoot problems that arise.

• Strong functional use of Microsoft Office Word, including application of style sheets, Powerpoint, and Excel.

• Very strong written and oral communication skills

Plusses, not required

• Video creation experience

• Knowledge of XML or HTML

• Experience in preparing teaching materials or task-oriented materials

Closing Statements

AN EQUAL OPPORTUNITY EMPLOYER: Dassault Systèmes is committed to a policy of non-discrimination and equal opportunity for all employees and qualified applicants without regard to race, color, religion, sex (including pregnancy), sexual orientation, gender identity, marital status, national origin, ancestry, age (40 and above), disability, veteran status, military service, application for military service, genetic information, receipt of free medical care, or any other characteristic protected under applicable law. DS will make reasonable accommodations for qualified individuals with known disabilities, in accordance with applicable law.

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