ATA ENGINEERING, INC.

JOB TITLE: Technical Editor Intern

STATUS: Hourly/Non-Exempt

REPORTS TO: Senior Technical Editor

SUMMARY DESCRIPTION: ATA is seeking a technical editor intern with a background in writing, editing, and proofreading. As the position involves reviewing highly technical engineering documents and identifying and correcting a broad range of grammatical and stylistic problems, the successful candidate will be meticulous and detail oriented, with an exceptional command of standard written English and the ability to engage with high-level technical material and unfamiliar topics. This position has the potential to evolve into a full-time, regular position pending performance feedback and business needs.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Format and edit technical engineering documents (including proposals, reports, presentations, and papers) in accordance with ATA style guide
  - Adjust formatting and layout in MS Word and PowerPoint
  - Identify and correct errors in spelling, punctuation, grammar, and syntax without altering meaning
  - Suggest potential stylistic, structural, and graphical improvements for readability and professional appearance of documents
  - Verify facts and flag errors, omissions, and inconsistencies
  - Work with writers to incorporate edits into final document
  - Finalize documents using MS Word and Adobe Acrobat
- Support senior editor in related duties as required

QUALIFICATIONS:

- Must be a U.S. citizen or legal permanent resident
- Progress toward a bachelor’s degree in English, literature, linguistics, or a related field
- Experience in proofreading and editing documents, with knowledge of the Chicago Manual of Style and ability to follow a house style guide
- 1–2 years of experience in a professional office setting
- Ability to prioritize work and organize a variety of work tasks
- Ability to maintain high-quality output under tight deadlines
- Willingness to occasionally work overtime and/or weekends, as necessary
- Excellent verbal and written communication skills
- Proficiency in Microsoft Word, Microsoft PowerPoint, and Adobe Acrobat
- Ability to maintain confidentiality of company information and documents
- Professional dress, appearance, and demeanor
- Ability to work with minimal supervision
- Ability to spend long periods of time sitting at a computer