

Posting Date: November 9, 2009
Closing Date: Until Filled



Utah Educational
Savings Plan®

UESP Technical Writer

About UESP

The Utah Educational Savings Plan (UESP) is a great place to work. It is ranked one of the best 529 plans in the United States. As a quasi-governmental agency, we provide the stability of government in a goal driven business environment. Sound financial management and expanded marketing have created substantial and stable growth over the last five years. The UESP team of approximately 30 employees has a clear vision of future growth and cohesive team work to support it. Learn more at www.uesp.org.

Job Description

UESP is seeking a technical writer. Duties primarily include writing and maintaining the Plan's internal documents (e.g., technical documentation, policies and procedures, special projects) as well as writing and editing external correspondence (e.g., customer letters, newsletters, forms, official public documents, Web copy, marketing materials).

Qualifications

Required Experience

The ideal candidate must have

- a Bachelor's degree in English, communications, journalism, or a related field
- a minimum of four years' professional experience in business writing and editing
- experience including writing and editing technical materials, manuals, documentation, and policies and procedures

Required Skills

The ideal candidate must be able to

- understand technical and business processes and write them in a well-documented and organized manner
- write marketing copy and customer correspondence
- edit copy
- be an office resource for writing/grammar questions and training
- adhere to established document styles and standards
- use Microsoft Office proficiently
- create and manipulate documents in Adobe InDesign

Compensation

The salary range is \$48,000 to \$63,000 per year and is based upon years of experience and extent of qualifications. UESP offers a stable working environment (occasional overtime may be required) and an excellent benefits package including medical and dental coverage, a retirement package, paid vacations, and tuition reduction.

Application Requirements

Consideration of qualified individuals will begin immediately. To apply, provide the following items to the address or fax number below:

- cover letter
- completed application
- resume
- two writing samples: one of a technical nature, the other in a customer service or marketing perspective

A completed application must be submitted. The application is available for download from www.utahsbr.edu. If problems are encountered downloading the application, contact HR and request the application be mailed to you. The completed application may be submitted after the resume and letter, but the resume will not be evaluated until the application arrives.

Human Resources
Utah Educational Savings Plan (UESP)
60 South 400 West
Salt Lake City, UT 84101-1284
Fax: (801) 366-8405
hr@utahsbr.edu

The Utah System of Higher Education is an "Equal Opportunity Employer," and prohibits, in all employment – related practices and decisions, discrimination, harassment or prejudicial treatment against any person based on race, color, religion, national or ethnic origin, gender, pregnancy, childbirth, pregnancy related conditions, age, disability, veteran status, or otherwise as provided by federal, state or local law.

Applicants claiming veteran's or disabled veteran's preference must submit a photocopy of their honorable discharge (such as DD-214) showing dates of active service and verification of disability.

We are concerned about violence in the workplace, falsified employment applications, and employee theft. We conduct a full background check on all candidates for employment.

This employer participates in E-Verify. This employer will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each new employee's Form I-9 to confirm work authorization.

