

Writing and Editing for Print and Web



Project Title	Writing and Editing for Print and Web
Project Summary	Flex your writing, editing, and proofreading muscles while helping to make information about Human Resources programs, processes and benefits, as simple and understandable as possible.
Country	United States
Agency	Federal Student Aid
DoS Office	N/A
Post	N/A
Section	N/A
Number of Interns	5

Project Description

Our team implements human resources programs. These regulations and processes to execute these programs are often complex and situational. This position allows the incumbent to write, edit, and update internal and external marketing and informational materials. Using outstanding attention to detail and a solid knowledge of MS Word and Excel, the incumbent will assist in maximizing the user-friendliness of information in the form of fact sheets, web page content, blog posts, video scripts, infographics, and more. This editorial position offers constant variety as the incumbent may be editing a brochure to be in compliance with our writing style one day, then writing a blog post about hiring the next day, then proofreading and assessing the layout of web content the following day. Knowledge of grammar, punctuation, parallel construction, and proper sentence structure will be vital, as will the ability to tailor writing to the intended audience.

Desired Skills Interests

- Skill
- Editing
- Independent
- MS Office
- PowerPoint

Proofreading

Microsoft Excel

Facebook

Writing

Infographic design

Self Motivated

Detail Oriented

Web Writing

Additional Information

Undergrads and grad students welcome to apply. Explore these sites to see the types of information we produce:
<http://studentaid.gov/>; <http://financialaidtoolkit.ed.gov/>

Language Requirements

None