

## Contracts Assistant & Web Writer

Stottler Henke is searching for candidates who are proactive, analytical, and detail-oriented with excellent teamwork, organizational, and communications skills to become key contributors to our Contracts & Business Development efforts. You'll have a chance to work on every aspect of our business model from editing R&D proposals to summarizing incoming contracts to writing articles and generating presentations highlighting Stottler Henke's projects. As a member of our team, you'll work on a wide variety of tasks and, in the process, get to know everyone at Stottler Henke and gain a keen understanding of the work we do as a company. This position is entry-level and a great entrance to the world of high-tech. The position could be either full-time (30 – 40 hours/week) with benefits or part-time (15 – 20 hours/week) without benefits. Stottler Henke is flexible to candidates searching both for full-time and part-time employment.

### **RESPONSIBILITIES**

#### ***Contracts Assistant:***

Flexing editorial and writing muscles in support of Stottler Henke's proposal-writing and contracts administration efforts:

- Providing proofreading, formatting, and editing assistance on R&D proposals and technical reports for submission to current/prospective U.S. Government customers; revising existing documentation for proposals, reports, manuals, and other documents as necessary
- Summarizing incoming U.S. Government contracts for Project Manager's (PM's) attention, acquiring familiarity with Federal Acquisition Regulations (FAR) and Defense Contract Audit Agency (DCAA) regulations
- Performing proofreading and basic review of insurance agreements, leases, and other documents

#### ***Web Writer:***

Utilizing journalistic writing skills to craft exciting content in support of Stottler Henke's business development efforts:

- Composing newsletters and press releases for online release to current and prospective customers (Federal and Private Sector) and drafting news articles and webpage content for company website as well as social media posts (e.g., LinkedIn, Twitter, Facebook)
- Developing content for PowerPoint presentations to be presented at conferences
- Drafting company-internal newsletters and otherwise strategizing to improve the sense of community at Stottler Henke

**ROOM FOR GROWTH!** We are open to candidates interested in acquiring further experience in...

- Recruiting: Assisting in greeting students at career fairs and in devising improved outreach and retention strategies
- Human Resources: Onboarding, researching questions of employment law

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**EDUCATION:** BA/MA in a writing or research-oriented major (English, History) or Business Administration/Development major

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## **REQUIRED ATTRIBUTES**

### **Key Attributes:**

- **A passion for writing/editing!** This is a writing- and editing-centric position. We desire candidates who have excellent written communication skills, including a strong grasp of spelling, grammar, punctuation, style, syntax, etc., which facilitates effective document proofreading.
- **Carefulness!** A methodical approach to your work. Great care and attention to detail must be taken with proposals and contracts in particular—as potentially millions of dollars in business are at stake (with proposals) and compliance with Government regulations (with contracts).
- **Ability to work independently or with minimal supervision to synthesize information!** Must be able to hit the ground running, think on your feet, and make intuitive connections based on the information at hand.

### **Additional Attributes:**

#### **Software Experience:**

- Proficient to advanced MS Word experience
- Proficient to advanced PowerPoint software experience
- Familiarity with WordPress or otherwise with HTML a strong plus

#### **Communication Skills:**

- Excellent verbal and written communication skills
- Responds on a timely basis to inquiries from employees
- Keeps employees up-to-date on status of assigned tasks
- Effectively presents information to multiple levels of the Company
- Demonstrates ability to perform research and clearly report findings

#### **Teamwork/Organizational Abilities:**

- Excellent teamwork and organizational skills
- Willingness to take on extra work as needed
- Strong multi-tasking abilities
- Punctuality
- Ability to keep a cool head under pressure

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## **LOCATION, HOURS, & COMPENSATION**

Reports to: Contracts Administrator/Recruitment Manager  
Supports: Business Development Manager; Contracts Manager; Project Managers  
Estimated Hours: 30 – 40 hours/week (full-time)

Or

15 – 20 hours/week (part-time)

Location: 1650 South Amphlett Blvd., Suite 300, San Mateo, CA 94402

- Preference for applicants who can work in the office at least 1 – 2 days/week if not every day

Compensation: Commensurate upon level of experience

**Full-time Employee benefits** would include medical health insurance, dental insurance, vision, short and long-term disability insurance, life insurance, flexible spending account, 401(k) plan, 3 weeks paid vacation, and 10 paid holidays.

**Full details on our medical, vision, and dental plans can be found [HERE!](#)**

# **Stottler Henke**

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## **About Stottler Henke**

Founded in 1988, Stottler Henke Associates, Inc. is a 50-person company that creates and applies artificial intelligence (AI) and other advanced software technologies to solve problems that defy solution using traditional approaches. At Stottler Henke, we take AI to be the mimicking of human thought processes to solve useful problems. We have spent decades studying human reasoning, intelligence, tactical decision-making, and deliberative planning and scheduling and how these thought processes can be encoded within software. Our software development process starts with looking at how human experts solve the problem when given plenty of time and resources. Then, we develop algorithms and software which automate these cognitive processes in real-time.

We develop intelligent software solutions for planning and scheduling, task and decision support, knowledge management and discovery, education and training, and autonomous systems. Stottler Henke combines its broad artificial intelligence expertise and technologies with skills in expert knowledge elicitation, requirements analysis, software and database design and implementation, data analysis and visualization, and user interface design to deliver innovative yet practical software solutions. Our technology consulting, feasibility studies, and rapid prototypes help companies identify and validate promising applications and approaches. Our software development, implementation, and technology transfer services ensure the successful deployment of effective, practical, long-term solutions.

In 2012, Stottler Henke, in a White House ceremony, was awarded the prestigious Tibbetts award, which honors small businesses for outstanding technical achievements and innovativeness. US Government agencies have designated ten Stottler Henke systems as Small Business Innovation Research (SBIR) success stories. Four Stottler Henke systems have been included in Spinoff, NASA's showcase of successful spinoff technologies. Stottler Henke was the subject of a NASA Hallmarks of Success video profile for its work developing and later commercializing advanced scheduling and training software systems. Stottler Henke received a "Brandon Hall Excellence in Learning" award for innovative technology. Stottler Henke was named one of the "Top 100" companies making a significant impact on the military training industry by Military Training Technology magazine for 2014 and ten previous years, Stottler Henke has received a Blue Ribbon from Military Training Technology magazine, recognizing it as a company that leads the industry in innovation. Stottler Henke is headquartered in San Mateo, CA and operates software development offices in Seattle, WA, Boston, MA, and Colorado Springs, CO.

**Web:** <https://www.stottlerhenke.com>

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