

Technical 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 ongoing projects and products. 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 is full-time (30 – 40 hours/week) w. benefits.

RESPONSIBILITIES

Providing writing and editing assistance:

- Analyzing and interpreting technical information to create technical software documentation, presentations, reports, and proposals
- Providing proofreading

Creating videos

Creating & editing presentations

Conducting online research

Performing additional job-related functions as required

EDUCATION: BA/MA in a writing or research-oriented major or Business Administration/Development major

REQUIRED ATTRIBUTES & EXPERIENCE

Key Attributes:

- Ability to learn technical software so that it can be documented with narrative and screenshots
- Advanced to superior written/verbal communication skills
 - Knowledge of syntax, grammatical usage, proofreading, editing, including proper use of styles, captions, cross-references, hyperlinks, and tables
- Ability to effectively present information
- Ability to handle multiple tasks simultaneously and work autonomously

Key Experience:

- MS Office (Word, Excel, PowerPoint)
- Video creation (Camtasia Studio, Video Mixer, or similar programs)
- Online Research
- Mac OS/Windows

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LOCATION, HOURS, & COMPENSATION

Reports to/supports: Business Development Manager

Estimated Hours: 30 – 40 hours/week (full-time)

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

Compensation: Commensurate upon level of experience

Employee benefits 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

Smarter Software Solutions

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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