



Education Under Construction Consulting
Design your discipline | Cultivate your artistry

Job Title: Creative & Technical Writer - Intern

Department: Business Operations

Will be responsible for being part of more than 1 team

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www.EUC2Experience.org



About Our Company

Education Under Construction Consulting (EUC²) is a new consulting firm in the education industry. EUC² is committed to partnering with stakeholders in the education system by enhancing workplace culture and diversity, and to inspire sound teaching practices through engaging in scholarly research. Our consulting firm offers a variety of services which include custom developed curriculum, training, impartial research development, and diversity awareness.

Salary

This is an unpaid internship

Term of Position

Fall Term

Reports To

The Creative & Technical writer intern will report to the Business Operations team lead, and additional department assigned, as well as frequent interactions with the CEO.

Job Overview

As a Creative & Technical Writer your days will include creating original content and editing materials for lessons, papers, grant writing, online web content in the form of blogs, SOP, and Business Manuals. This position will also require the writing of grants and working with clients for editing services. The Creative & Technical writer must ensure the work is always credible and taken from trusted sources. Items will be reviewed and revised before they are disseminated.

Primary Responsibilities and Duties

- Create original work for the company
- Helps team refine, cultivate sources, report, and write on a daily basis
- 1st round editing for clients
- Create and edit blog posts
- Writing, editing, and revising SOP, and Business Manuals
- Production Editor for one quarterly the EUC2 Experience magazine
- Creating framework for lesson plans and curriculum for online sales under the guidance of Dr. Calito
- Revise, rewrite, or edit articles or lesson plans/grants
- Review, Revise, and edit the work of other writers
- Offer comments or suggestions to improve written work before publication
- Create work for advertising and assist with multimedia proofreading
- Find ways to improve your own and others work
- 25-32 hours per week

Qualifications and/or skills acquired through Internship

- Currently studying or holding a BS/MSs in Education, Communication, Creative Writing/English or Journalism.
- Strong editorial background and proofreading skills
- Oral and written communication
- Experience working as an Editor or Writer
- Experience adhering to editorial and technical guidelines
- Excellent written and verbal skills
- Excellent attention to detail and accuracy

Submission Requirements

- A letter of recommendation from a professor OR academic counselor
- A copy of current unofficial transcripts
- Writing sample in the form of an introductory letter stating: “How your current skills can contribute to the success of the organization” maximum of 250 words