



SIF Association Job Opening Announcement

Position: Specification Documentation Specialist
SIF Association

The Schools Interoperability Framework (SIF) Association, a non-profit organization developing data specifications for educational software interoperability, is looking to hire a contracted Specification Documentation Specialist to support the activities of the Association. Major ownership areas include:

- Creating technical documentation of the SIF Specifications, including use cases, best practices, supplements and end-user guides.
- Facilitating collaborative reviews with work groups, committees, task forces and the technical board.
- Producing flow charts and graphics.

Minimum requirements are an undergraduate degree in Technical Writing/Communication or related field and two years work experience. A technical understanding of programming concepts and software documentation required. A strong ability to prioritize, work independently, work on multiple activities, work independently and goal-oriented is necessary. In addition, a strong technical background with the ability to translate complex technical terms and concepts into clear and concise documentation is required.

Send resume with salary history, writing samples and supporting materials to SIF Association Executive Director, Dr. Larry Fruth at lfruth@sifassociation.org by end of business on Tuesday, January 5, 2010 .

Specification Documentation Specialist Job Description

Title/Position Specification Documentation Specialist

Position Status Contracted Position

Description The Schools Interoperability Framework Association (SIF Association), a pK-12 technical standards organization, has an immediate opportunity for a contracted Specification Documentation Specialist who will learn the features and functions of the SIF Specifications and write technical and training documentation, including use cases, best practices, supplements, end-user guides and other necessary documentation.

This role will work closely with the SIF Association Staff and Technical Board members on documenting needs, planning and outlining documents and creating content, guiding it through the editorial and technical review process. This role will actively research the Association's needs and respond to concerns.

Primary Responsibilities

The successful candidate will have the following responsibilities:

- Serve as the primary point of contact for technical documentation required by the SIF Association Technical Board and SIF Association staff.
- Update and integrate the varied sources for normative documentation of the SIF Specifications.
- Create and maintain use cases for SIF Data Objects.
- Improve the quality and coverage of existing documentation by utilizing appropriate documentation techniques, formats, styles, and tools. Locate existing documents and evaluate them for usability.
- Create/maintain SIF Object usage guidelines, test plans, and white papers as needed.
- Create/maintain Best Practice scenarios as enhancement to the Specifications.
- Collaborate with working groups task forces, committees, board members, and/or SIF Association staff to gain an understanding of the specifications.
- Analyze requirements of various projects to determine types of publications needed.
- Facilitate internal review processes to ensure the accuracy and completeness of technical documentation; revise documentation based on feedback from multiple reviewers.
- Ensure accuracy and completeness of technical documentation.
- Provide leadership by following, implementing and championing consensus and understanding in the adoption of documentation standards, processes and best practices among stakeholders.
- Develop good working partnerships with various SIF Members.
- Speak clearly, concisely and effectively; listen to and understand information and ideas as presented.
- Work with the Technical Board and SIF Association staff to understand pK-12 software applications and specification logic.
- Produce flow charts and simple graphics as needed.
- Perform other duties as assigned.

Qualifications

- A pertinent Bachelor's Degree in Technical Writing/Communication or related field and two years work experience, is required. Four years of work experience on technology documentation projects will waive educational requirements.

- Submit writing samples or portfolio.
- Must be detail oriented.
- Excellent oral and written communication skills.
- Understanding of programming concepts and software documentation.
- Strong ability to prioritize, to work on multiple activities, work independently and goal-oriented. Must have the management skills to independently drive documentation projects to ensure milestones are achieved according to project schedules.
- Must be self-motivated, requiring minimal oversight. Aptitude for self-directed research and willingness to learn about technical products with limited guidance.
- Strong technical background with the ability to translate complex technical terms and concepts into clear and concise documentation.
- Ability to travel as needed.
- Understanding of the education community, the software industry and educational technology.
- Desired knowledge in the understanding of SIF and technologies leveraged by the framework--XML, HTTPS, etc.

Preferred Applications

Expert knowledge in the following applications:

- Microsoft Office Professional 2003/7 Suite
- Microsoft Visio
- Adobe Acrobat Suite
- Microsoft SharePoint

Desired knowledge:

- HTML