



CANCER PREVENTION AND RESEARCH INSTITUTE OF TEXAS

TECHNICAL WRITER

Cancer Prevention and Research Institute of Texas (CPRIT) is the second largest funder of cancer research and prevention activities behind only the federal government. Over the past decade, CPRIT has invested more than \$3 billion in cutting edge research leading to a significant increase in intellectual property and knowledge related to cancer treatments, cures, and prevention best practices. CPRIT offers an unparalleled opportunity to catalyze discovery and progress in the prevention, diagnosis, and treatment of cancer.

Position Summary

Performs highly advanced (senior-level) technical writing work. Work involves coordinating the composition, organization, indexing, content revision, and editing of compiled information. May supervise the work of others. Works under minimal supervision, with extensive latitude for the use of initiative and independent judgment. This position reports directly to the Chief Deputy Executive Officer and General Counsel.

Salary: \$51,614 - \$84,479/yearly

Closing Date: January 25, 2023

GENERAL QUALIFICATION REQUIREMENTS

Experience

Five (5) years' full-time experience in technical writing, editing, or communications work.

Must be proficient in Microsoft Office Suite, including Word, Excel, and Outlook.

Education

Graduation from an accredited four-year college or university with major coursework in communications, business administration, English, education, or a related field is generally preferred. Experience and education may be substituted for one another.

Knowledge, Skills and Abilities

Knowledge of the techniques and methods of planning, organizing, and writing various types of materials; and of research methodology.

Skill in using appropriate grammar and punctuation, writing technical and business documents, strong attention to detail, and in the use of a computer and applicable software.

Ability to conduct research; to compose, review, illustrate, and edit technical documents, materials, and reports; to communicate effectively; adherence to agency policies and procedures, and to supervise the work of others.

EXAMPLES OF WORK PERFORMED

Coordinates the composition, review, and editing of technical documents, materials, and reports.

Develops, prepares, and disseminates policies and procedures for written documents.

Consults with staff in the development of formats, graphics, and the layout of publications.

Researches and evaluates new documentation tools and methods.

Reviews edited materials and recommends revisions or changes in scope, format, and content.

Plans and schedules documentation delivery.

Coordinates with staff to obtain recommendations in the development of policies and procedures for written materials.

Prepares and refines material for speeches and public presentations.

Prepares reports of editorial activities.

May assist in identification and procurement of digital assets such as photos and videos that support written content as necessary

May supervise the work of others.

Performs related work as assigned.

Military Occupational Codes

You may access the Military Occupational Specialty (MOS) codes applicable to this position at [Military Crosswalk for Occupational Category - Information and Communication.pdf](#)

CPRIT encourages Veterans, Reservists, or Guardsmen with a MOS or additional duties that fall in the fields listed in the above link who meet the minimum qualifications listed above to apply.

Application Instructions

If you meet the qualifications, complete and submit a State of Texas application online via the WorkInTexas.com portal. You may also mail the application to Cancer Prevention and Research Institute of Texas, Human Resources, P.O. Box 12097, Austin, Texas 78711.

A State of Texas application may be obtained from <https://www.twc.texas.gov/jobseekers/state-texas-application-employment#applicationFormForDownload>.

All résumés must be accompanied by a fully completed state of Texas application. Incomplete applications may be disqualified at the agency's discretion. Faxed and emailed applications will not be accepted.

CPRIT is a non-smoking office; the agency is in the Capitol Complex of Austin, Texas.

CPRIT currently offers teleworking as an option to employees.

The Cancer Prevention & Research Institute of Texas is an equal opportunity employer.

You may find additional information regarding the Institute's history and operations on the agency's website at <https://cprit.texas.gov/>.