

JC Ford Internship

Onboarding:

- JC Ford overview: Who we are and what we do
- Departments
- Engineering
- Documentation: why is it important?
- Documents produced: Manuals, serial tags, spare parts lists, how-to, standards,
- Machines: lines and configurations
- Vault and Inventor
- FrameMaker and Creative Cloud
- JC Ford Style Guide (work in progress)
- Information gathering: specifications, images, etc.
- Structure Authoring: DITA and XML
- Composition of structure content: concept, task, and reference
- Syntax: DITA elements
- Metadata
- Using DITA maps to create documents: hierarchy, relationships,
- Publishing documents
- Project management: projects and due dates
- Day to day work

Work to be performed by the intern:

- Information typing: classification of information into structure content
- Applying syntax, metadata, indexing of content
- Templates (book maps) for manuals
- Adding completed structure content to the repository.
- Clean images and add them to the repository.
- Spare part lists

Things to look for in an intern:

- Good disposition to learn
- Quick learner
- Curiosity
- Wanting to be a technical writer
- General comprehension of technical writing and why it is important
- Bilingual (Spanish-English) (BONUS points!)
- 75% of career completed
- Good grammar
- MS Office knowledge (Word, Excel, Outlook, SharePoint, One Drive)
- Acrobat Photoshop, Illustrator, and Acrobat Pro knowledge (good to have)
- FrameMaker knowledge (good to have; learn through free trial)
- On-site work