



CALIFORNIA  
NORTHSTATE  
UNIVERSITY

POSITION TITLE: Desk Top Job Procedure Development and Writer  
REPORTS TO: Human Resources Manager  
WORK SCHEDULE: 1.0 FTE, full-time, non-exempt, \$26.00  
CLOSING DATE: Open until filled

### **1. Scope:**

The Desk Top Procedure Development and Writer is responsible for recognizing job and work processes by interviewing and observation of how functions are accomplished. The main responsibility is to ensure that company policies are clear and easy to understand by employees. The development writer be in charge of keeping records of any policy changes, including revisions, updates, and deletions.

### **2. Qualifications:**

1. Bachelor of Art degree in English or related degree.
2. Strong writing skill.
3. Clear communication ability and skill
4. Analytical and problem-solving skills.

### **3. Responsibilities:**

1. Writing clear and concise policies, guidelines, and rules for performing activities within the company
2. Developing and modifying the existing policies and guidelines to adhere to current documentation standards
3. Evaluating different types of policies and making recommendations for changes regarding the policies to management
4. Ensuring that revised and new policies are implemented
5. Keeping records of all policy revisions, updates, and deletions

#### **4. Requirements:**

1. Three-year experience in Policy, Legal, or technical writing
2. Bachelor's degree, especially in a field that emphasizes writing and research
3. Exceptional writing and analytical skills
4. Good organizational skills
5. Great command of the English language
6. Ability to prioritize tasks and reach company deadlines with minimum supervision
7. Possessing initiative, critical thinking, and problem-solving skills
8. Proficiency in MS Office (Word, Excel, and Outlook)

Applications will be reviewed upon receipt. For full consideration, candidates should provide curriculum vitae/resume with at least three references. All candidates are asked to provide a cover letter, articulating how their knowledge, experience, and beliefs have prepared them to function in support of California Northstate University's vision and mission statements.

Please submit your cover letter, curriculum vitae, list of references, and any additional information to [hr@cnsu.edu](mailto:hr@cnsu.edu). Review of applicants will begin immediately and will continue until position is filled.

California Northstate is an Equal Opportunity and Affirmative Action Employer. All qualified candidates are encouraged to apply. For inquiries, please contact us at: **e-mail:** [hr@cnsu.edu](mailto:hr@cnsu.edu) and/or **telephone:** (916) 686-7400.