This position is responsible for assisting in the area of writing, editing, printing, and publishing to help meet the informational and training needs of the transportation community and to support research and technology transfer efforts. This position is accountable for assisting with the writing of newsletters and editing of LTRC annual report, training courses, brochures, research reports, technical summaries, news releases, and various other publications.

This position will also assist in preparing and testing documents to ensure compliance with Section 508 requirements. This will include using software tools to identify errors in document structure, headings, reading order, images, charts and tables, and hyperlinks to remediate documents for 508 compliance.

**Required Qualification:** Bachelor’s degree in communications, journalism, English, or related field. An understanding of the development and delivery of training materials, newsletters, and publications. The ability to write and edit executive-level technical reports, newsletters, and publications. Excellent interpersonal and communication skills are required.

**Additional Qualifications Desired:** Demonstrated proficiency in Microsoft Word, Excel, PowerPoint, and Adobe InDesign. Knowledge of 508 compliance a plus.

This position is a 20 hour per week, 12-month appointment (August 2020 - July 2021) with a monthly salary of $1,300/month and a tuition exemption for full-time course registration.

Submit a cover letter, resume (including e-mail address), and writing samples to:

Jenny Kirkland  
Public Information Director  
Louisiana Transportation Research Center  
4099 Gourrier Ave.  
Louisiana State University  
Baton Rouge, LA 70803  
jenny.kirkland@la.gov

Contact jenny.kirkland@la.gov with any questions concerning this position.