

Summer 2014 Intern: Knowledge Management Specialist

Hiring Manager: Robert Atchison

Location: Chesapeake

Hours per week: 40

In search of talented college or grad students looking for an experience enriching paid summer internship. Come join Gannett, a top global digital media and Fortune 500 company, for our 2014 Gannett Digital Summer Intern Program. As part of the Gannett Digital team, you will develop, integrate and apply digital technologies in support of our strategic initiatives. This 8-week (minimum) program offers mentoring from those at the top of their game, networking and real world experience in a fun, start-up like environment. As part of our team, you will work on meaningful and impactful projects as well as connect with other interns and engage in professional development activities supplemental to the job. Come join us!

Purpose:

At GMTI we are seeking a dynamic, highly-motivated individual to work as an intern on our Knowledge Management team. As part of the Knowledge Management team, you'll work closely with Support Analysts, Software Developers, and Deployment Specialists to capture and publish documentation to the knowledge base. You will write, edit, proofread, and maintain a variety of technical articles, reports, and manuals for a wide range of uses and for various targeted audiences.

Key Responsibilities: *Intern duties include:*

- Promote company-wide knowledge sharing, so that the organization's know-how, information, and collective experience are shared across the organization and with GMTI customers.
- Design, create, and maintain technical and user documentation in various published formats including web pages, on-line help, user manuals, and training materials.
- Seek and share new information and best practices inside and outside the company.
- Learn and become proficient with HTML, Knowledge Centered Support, MS Office, MS SharePoint, Adobe Acrobat, Adobe Connect, and graphic software applications.

Education, experience, skills, and knowledge:

- Enrolled in Master's/Bachelor's degree programs including Communications, Technical Communications, or similar with a GPA of at least 3.2.

GMTI Knowledge Management Summer Intern 2014 Position Description

- Proficient with HTML and Microsoft Office (Word, Excel, Outlook, and PowerPoint).
- Well organized, detail-oriented, adaptable, and flexible.
- Excellent organizational skills, analytical, and communication skills.
- Interest in emerging digital technologies, media, and online industries.
- Familiar with screen capture and image editing applications.