

Paid internship NOW with the potential to be hired full-time after graduation!

Apply Now!

Manufacturing Technical Writer Internship

Jupiter Bach is Hiring!



Manufacturing Technical Writer

Spring 2026: 20+ hours/week
Summer 2026: 20+ hours/week
Fall 2026: 20+ hours/week

Jupiter Bach is seeking a Manufacturing Technical Writer to support the facility by developing, standardizing, updating, and maintaining Standard Operating Procedures (SOPs), Work Instructions (WIs), Job Safety Analyses (JSAs), and training materials. The Manufacturing Technical Writer reports to the QEHS Manager.

This position will give you the opportunity to develop and apply necessary real-world skills while attaining your UWF degree.

Apply today using the QR Code or visit our website:
uwf.edu/WorkforceDevelopment

The UWF Talent Catalyst program combines work experience, classes, mentoring, and essential professional soft skills development.

Email: workforcedevelopment@uwf.edu



UWF Talent Catalyst
UNIVERSITY of WEST FLORIDA
Amplified by Landrum



Manufacturing Technical Writer Internship Job Description

Duties and Responsibilities

- Receive WIs, SOPs, JSAs, and other technical documents for review and editing
- Review manufacturing processes to ensure compliance with current instructions
- Ensure documentation is clear, concise, and consistently formatted prior to publication
- Validate content accuracy by collaborating with subject matter experts (SMEs) in manufacturing, engineering, safety, and quality
- Maintain document version control and ensure compliance with ISO, OSHA, and company policies
- Develop, write, and edit SOPs for fiberglass and assembly manufacturing processes
- Create and maintain Job Safety Analyses (JSAs) in collaboration with Safety and Operations teams
- Develop training manuals, work instructions, and reference guides for shop floor employees
- Partner with Training, Technical Teams, Quality, and Safety leadership to support operational needs
- Continuously improve documentation based on feedback, regulatory updates, and process changes
- Incorporate visual elements (diagrams, flowcharts, images) to enhance clarity
- Assess and optimize systems and processes for efficiency
- Perform other duties as assigned

Core Competencies

- Analytical Skills: Ability to synthesize complex information and design workflows
- Problem Solving: Identifies and resolves issues effectively
- Technical Skills: Continuously builds knowledge and shares expertise
- Teamwork: Collaborates effectively and contributes to team success
- Motivation: Demonstrates persistence and initiative
- Professionalism: Maintains a respectful and accountable approach
- Quality Focus: Ensures accuracy and continuous improvement
- Reliability: Consistent attendance and punctuality



Manufacturing Technical Writer Internship Job Description

Qualifications

- High-energy, self-directed problem-solver with a strong bias for action
- Ability to prioritize and identify opportunities for efficiency improvements
- Comfortable working in a fast-paced environment
- Proficiency in Microsoft Office (Word, Excel, PowerPoint, Teams), Adobe, AI tools, and document management systems
- Ability to read and interpret drawings and instructions
- Knowledge of manufacturing processes, safety protocols, and regulatory standards (ISO, OSHA) is a plus

Ideal Candidate

- Full-time UWF student pursuing a degree in communication or a related degree with strong writing, communication, or technical skills
- Detail-oriented with the ability to translate complex processes into clear documentation
- Interest in manufacturing, operations, safety, or engineering environments
- Comfortable collaborating across teams and working directly with subject matter experts
- Motivated to contribute to process improvement, efficiency, and quality

Work Environment & Physical Demands

- Frequently required to sit, stand, walk, and use hands
- Occasionally required to climb, balance, bend, stoop, kneel, or crawl
- Frequent communication required