

## Job Description

### BASIC FUNCTIONS:

This is an entry-level position in Content Development that is responsible for learning basic content and research strategies within a specific functional area or product line.

### QUALIFICATIONS:

- Bachelors or equivalent experience required

### SKILLS:

- Basic knowledge of content and research
- Ability and desire to learn new processes and technologies.
- Excellent oral and written communications skills.
- Good attention to detail.
- Basic development skills

### ACCOUNTABILITIES:

- Maintain the currency of content within respective Practice Area(s)
- Monitor legal sources to stay informed of changes in the law
- Perform legal research
- Manage outside author (and contractor) interactions and deliverables for submissions
- Drive increased usage for practices areas
- Support Sales and marketing initiatives
- Build Practical guidance practices areas that meets market needs
- Lead author recruitment and contract execution
- Author new content based on requirements of practice area/module
- Drive continuous improvement initiatives
- Develop content sets that is viable across PG and Library and seek to constantly improve UI
- All other duties as assigned.