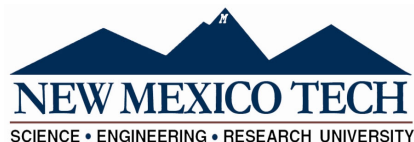


Posted: February 1, 2023



POSITION ANNOUNCEMENT

TITLE: PUBLICATIONS RESOURCES SPECIALIST II

DEPT: BUREAU OF GEOLOGY

REG

TEMP

FULL TIME

PART TIME

STARTING RATE or SALARY RANGE \$15.00

Employees being promoted to a higher classified position receive the minimum for the position or a pay rate adjustment of 8% whichever is greater.

All regular positions also entitle the employee to several benefits including health, dental, vision, life insurance, and retirement which is largely paid by New Mexico Tech for the employee and dependents.

INTERNAL POSTING THROUGH: February 9, 2023* CONSIDERATION WILL BE GIVEN FIRST TO TEMPORARY AND REGULAR TECH EMPLOYEES WHO APPLY WITHIN THE 7 DAY INTERNAL POSTING. APPLICATIONS RECEIVED AFTER THE 7 DAY POSTING MARGIN WILL BE CONSIDERED WITH OTHER OUTSIDE APPLICANTS.

JOB SUMMARY:

The purpose of this position is to support and assist the Publication Sales Office Manager in the daily operations of this office, including but not limited to sales, inventories, reports, deposits, shipping, online orders, and invoicing/processing orders. Provide customer service to visitors, university community, NMBG community, and state wide community. Supports the public with the acquisition of geologic information and provide internal/external support. The specialist is the primary contact for visitors to the Bureau of Geology Publication Sales Office and supports Mineral Museum visitors. This position interacts heavily with the general public and the Publications Sales Manager in researching inquiries for geologic resources, both Bureau and non-bureau, and provides event support. This position will be in charge of daily operations and completion of internal and external printing requests. Courteous customer service, knowledge of sales practices and Point of Sale software, the ability to proficiently utilize online resources, and the ability to work with maps are a high priority.

JOB FUNCTIONS:

Customer service and daily operations.	35%
Operates and maintains the Publications Sales Office printing equipment.	25%
Handles a range of administrative duties in publication sales office.	20%
Attends and assists with conferences including on-site set up, registration and sales.	10%
Assists with other Bureau business/functions as part of a team.	5%
Manages students and student schedules.	5%

REQUIRED QUALIFICATIONS:

High School (or GED) level ability in spelling, grammar, composition and math. Telephone etiquette, and excellent communication/interpersonal skill. Knowledge of Microsoft Word and Excel, and email communication.

DESIRED QUALIFICATIONS:

Knowledge of geology and map. Experience with Point of Sale system, overall sales, and accounting concepts.

LIFTING REQUIREMENTS:

(f)requently, (o)ccasionally, or (s)eldom

0 - 15 pounds	F
15 - 30 pounds	F
30 - 50 pounds	F
50 - 100 pounds	S
100 + pounds	

PHYSICAL DEMANDS:

Standing 15%	Sitting 15%	Walking 15%	Pulling
Pushing	Lifting 15%	Stooping 15%	Kneeling
Crawling	Climbing 10%	Reaching 15%	Other

Apply to: nmtjobapps@npe.nmt.edu