POSITION ANNOUNCEMENT

TITLE: PUBLICATIONS RESOURCE SPECIALIST II  DEPT: BUREAU OF GEOLOGY

REG ☑ TEMP ☐ FULL TIME ☑ PART TIME ☐

STARTING RATE or SALARY RANGE $14.58

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: January 28, 2022* 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 DUTIES:
The purpose of this position is to work at the New Mexico Bureau of Geology and Mineral Resources Bookstore, and to assist the public with Bureau of Geology products, as well as the acquisition of geologic information. This position serves as primary contact for visitors to the bureau.

This person in this position will interact with the general public, finding appropriate Bureau of Geology products and also researching inquiries for geologic resources, both bureau and non-bureau. Travel to conferences/meetings, as appropriate, to represent the Bureau of Geology, will be part of the job responsibilities, as well as interacting with student employees.

Courteous customer service, knowledge of sales practices and point of sale software, online resources, and the ability to work with maps are a high priority.

REQUIRED QUALIFICATIONS:
High School (or GED) level ability in spelling, grammar, basic composition and math. Telephone etiquette, and excellent communication/interpersonal skills required. Knowledge of Microsoft Word and Excel, and email communications required. Knowledge of geology and maps desired. Experience with sales and accounting concepts desired. A valid NM driver’s license required.

Apply to: nmtjobapps@npe.nmt.edu OR NMT/ HR 801 Leroy Place Brown Hall Box 008, Socorro, NM 87801