

**Posted:** November 30, 2021



## POSITION ANNOUNCEMENT

**TITLE:** COMMUNICATION SPECIALIST

**DEPT:** MARKETING & COMMUNICATIONS

**REG**

**TEMP**

**FULL TIME**

**PART TIME**

**STARTING RATE or SALARY RANGE** \$40,000-\$50,000

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:** December 8, 2021\* 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 Marketing and Communication Office Communication Specialist is responsible for telling the story of New Mexico Tech and distributing that story to NMT's stakeholders via a number of outlets. This person will provide the New Mexico Tech community and the media with accurate, timely information about New Mexico's premier research university.

The successful candidate is a highly collaborative, visionary, and skilled go-getter with demonstrated experience in spearheading and executing comprehensive strategic communication plans and reputation-building campaigns.

The specialist will serve as New Mexico Tech's primary media contact and will meet constantly with the leadership of NMT's various departments to seek media-relevant stories and events and produce press releases, news stories, and previews. This individual will also write drafts of campuswide messaging and scripts for NMT's leadership. Multimedia production experience is a plus.

To be successful as NMT's Communication Specialist, this person should have superior communication skills, both written and verbal. Top candidates will also be self-motivated, media savvy, deadline-driven, and detail-oriented.

### REQUIRED QUALIFICATIONS:

Bachelor's degree required - Area of study: communications, public relations, journalism, or related field. Prior experience in a public relations or media role required. Exceptional written and verbal skills required. Strong understanding of the media, including social media required. Able to work on a deadline required. Great public speaking and interpersonal skills required. Organized and detail-oriented work ethic required. Ability to travel on short notice required. Produce Multimedia content as needed (photos/audio/video desired).

Apply to: [nmtjobapps@npe.nmt.edu](mailto:nmtjobapps@npe.nmt.edu) OR NMT/ HR 801 Leroy Place Brown Hall Box 223, Socorro, NM 87801