RE-OPEN 3/22/22
POSITION ANNOUNCEMENT

TITLE: COORDINATOR/ DIGITAL GRAPHIC & VIDEO
DEPT: MARKETING & COMMUNICATIONS

REG ☑ TEMP ☐ FULL TIME ☑ PART TIME ☐

STARTING RATE or SALARY RANGE $40,000-$45,000
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: Concurrent* 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:
New Mexico Tech is searching for a talented digital designer to create interactive online content and produce video content for NMT’s campus marketing and communication efforts. The successful candidate will be responsible for producing content that matches New Mexico Tech’s brand, aesthetic, and marketing strategy, including social media graphics, website banners, video features, and promotional artwork. The ideal candidate will possess the skills to efficiently combine creativity, functionality, and technology to produce eye-catching and informative content. In this role, organizational and technical skills are key, and all candidates must possess an in-depth working knowledge of design software and video editing and production programs.

REQUIRED QUALIFICATIONS:
Bachelor’s degree in digital design, graphic design, marketing, or a related field. At least one year higher education social media platform management required. At least one year of higher education marketing experience desired. Professional video shooting, editing, and producing skills required. Expert working knowledge of Adobe Creative Cloud software required. Proven experience in a professional digital design role. A portfolio of previous digital design work to showcase experience and creativity. Expert knowledge of design software programs from Adobe Suite including InDesign, Photoshop, Premiere Pro, After Effects, and Illustrator. Excellent working knowledge of Facebook, Twitter, LinkedIn, Instagram, and other social media platform best practices. Ability to clearly present design ideas and concepts for campaigns and projects. A team player with exceptional organizational and technical skills.

Apply to: nmtjobapps@npe.nmt.edu OR NMT/ HR 801 Leroy Place Brown Hall Box 025, Socorro, NM 87801