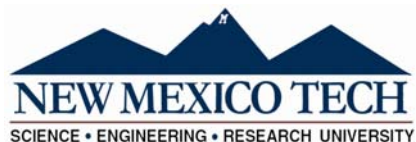


Posted: January 7, 2021



POSITION ANNOUNCEMENT

TITLE: PUBLICATIONS PROGRAM MANAGER

DEPT: BUREAU OF GEOLOGY

REG

TEMP

FULL TIME

PART TIME

STARTING RATE or SALARY RANGE \$50,000-\$65,000

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: January 15, 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 purpose of this position is to develop, lead, and maintain a professional and diverse publishing program at the New Mexico Bureau of Geology and Mineral Resources. The successful applicant will work with the Bureau's publication committee to manage the nature and number of the publications to be produced in print, or as electronic resources, as well as the look of the publications. The person holding the position will be expected to maintain standards for both technical and non-technical publications while adapting to the changing needs and standards of both the publishing world and the Bureau itself. The person in this position will be responsible for developing and maintain publishing styles and policies for the Bureau, as well as training and supervising staff and contractors associated with editing, graphics, and production.

REQUIRED QUALIFICATIONS:

Bachelor's degree required in the area of study of Visual Communication, Graphic Design, Media or equivalent and 3-5 years of work in publications. Management- 3 years required (5 years' preferred) of experience with a professional publishing group, either commercial, non-profit, or educational. Broad knowledge of, and experience with, the publishing industry required. Experience in project and personnel management required. Demonstrated record of producing technical and/or general interest publications required. Demonstrated ability to be well-organized, meet work deadlines, and juggle multiple projects required. Knowledge of the editorial process, in its many diverse parts required. Excellent communication and interpersonal skills required. Skill in producing scientific literature for the general public desired. Knowledge of modern graphic design, visual design, earth science and GIS desired.

Apply to: nmtjobapps@npe.nmt.edu OR NMT/ HR 801 Leroy Place Brown Hall Box 001, Socorro, NM 87801