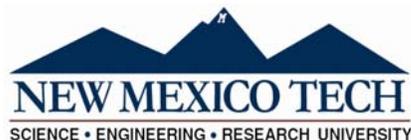


**Posted:** January 6, 2022



## POSITION ANNOUNCEMENT

**TITLE:** TECHNICAL COMMUNICATIONS ASSISTANT

**DEPT:** PRRC

**REG**

**TEMP**

**FULL TIME**

**PART TIME**

**STARTING RATE or SALARY RANGE** \$19.25

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:

The successful candidate will have the skills and abilities to support technical communications and outreach efforts at the PRRC. Candidates should have strong command of written and spoken English, and be familiar with publication and graphic design in both print and web-based media. The candidate should also be familiar with various internet-based communication tools including social media platforms that may be used for outreach. The job requires collaboration within a team and with other members of the staff at PRRC. Duties include but are not limited to: editing of technical papers, proposals, and presentations; assisting in creation of outreach materials (print and online); assisting in outreach efforts including planning and facilitating virtual or in-person meetings and other relevant duties as directed.

### REQUIRED QUALIFICATIONS:

Associates degree in English, Technical Communications or related field and 1 year or related work experience. Skills and ability to support technical communications and outreach efforts at the PRRC required. Strong command of written and spoken English, and be familiar with publication and graphic design in both print and web based media. Familiar with various internet based communication tools including social media platform that may be used for outreach required. The successful applicant should be able to use common office word- processing software as well as more specialized software packages used for publication/graphic design (e.g., Adobe CC Suite, Affinity products) and web design/ publishing (WordPress, Dreamweaver, etc.). Must be COVID-19 fully vaccinated.

Apply to: [nmtjobapps@npe.nmt.edu](mailto:nmtjobapps@npe.nmt.edu) OR NMT/ HR 801 Leroy Place Brown Hall Box 204, Socorro, NM 87801