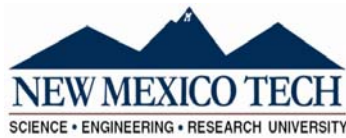


Posted: January 9, 2020



Technical Communication Specialist

Position Description: The successful candidate will be a specialist in technical writing, and will spend approximately half their time assisting in editing of papers, proposals, technical reports, and presentations. The candidate also be expected to develop outreach materials such as newsletters, web content, fliers, banners, information sheets, résumés and similar material, and to assist in writing nontechnical reports for the PRRC. Work will also require support for individual project web pages. The candidate will also be expected to track publications and conference presentations of all PRRC staff, and to keep an up-to-date bibliography and archive of this material.

Requirements: Bachelor's Degree in Technical Communication or related field by Jun 1 2020. Proof of relevant professional experience may be accepted if degree is not related. The successful candidate is required to present evidence of expertise in technical writing, editing, and technical communications. Strong preference will be given to candidates with expertise in Adobe Suite, as well as cataloging or archiving skills, and in web design or coding (possibilities including C#, JavaScript, and Python). Preference will also be given to candidates who have strong public outreach skills in speaking and presenting information. Familiarity with STEM writing, specifically earth sciences or petroleum engineering, would be desirable. Candidates who show some but not all of these preferences, but who possess a strong willingness to learn and adapt their relevant skillset and experience are still encouraged to apply.

Department Description: New Mexico Tech (NMT) is a nationally-recognized Science, Technology, Engineering, and Mathematics university and Hispanic-Serving Institution offering degrees through the PhD. For more information about New Mexico Tech, visit <http://www.nmt.edu/>
The Petroleum Recovery Research Center (PRRC) is a research division of NMT, and is a nationally recognized center devoted to supporting energy industries in New Mexico. Our major focus areas include enhanced oil recovery, membrane technology, advanced reservoir characterization and carbon capture and utilization.

Application Deadline: This position will remain open until filled. Submit a letter of application, curriculum vita, [other documents] and the contact information for three references electronically as PDFs to Rosa Jaramillo in Human Resources at rosa.jaramillo@nmt.edu (cc Robert Balch and/or Martha Cather) or hardcopy via mail to Director of Human Resources; New Mexico Tech, 801 Leroy Place, Brown Hall Box 002, Socorro, NM 87801. Inquiries should be directed to the search committee chair, Robert Balch at robert.balch@nmtedu or Martha Cather at martha.cather@nmt.edu

Equal Employment Opportunity: NMT is committed to creating a community in which a diverse population can learn, live, and work in an atmosphere of tolerance, civility and respect for the rights and sensibilities of each individual. NMT is an Equal Opportunity Employer.

Benefits: Excellent benefits (health, vision, dental), tuition fee waiver, and a generous retirement plan.

Regional Attractions: New Mexico Tech is located in Socorro, in the scenic Rio Grande River Valley of central New Mexico, 75 miles south of Albuquerque with its many attractions, and 139 miles south of Santa Fe. Nearby mountains and desert canyons provide opportunities for excellent hiking, climbing, and mountain biking. The Bosque del Apache National Wildlife Refuge, located just south of Socorro along a major north-south flyway, offers some of the best birding in the USA.