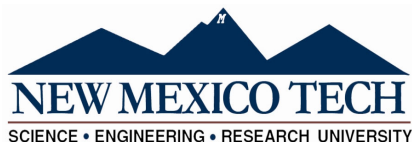


Posted: October 19, 2022



REVISED 10/19/22
POSITION ANNOUNCEMENT

TITLE: PUBLICATIONS EDITOR

DEPT: NEW MEXICO BUREAU OF GEOLOGY

REG

TEMP

FULL TIME

PART TIME

STARTING RATE or SALARY RANGE \$47,500

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 New Mexico Bureau of Geology and Mineral Resources is a non-regulatory agency that serves as the geological survey for the state of New Mexico, and is a research and service division of New Mexico Tech. There are research-based, information distribution, and basic science components to the work that we do.

As our Publications Editor, you will be responsible for editing and reviewing manuscripts developed by both scientific and non-technical Bureau staff and external contributors, as well as providing proofreading, editing, and writing expertise that supports Bureau research, promotional, and administrative initiatives. Throughout, your aim will be ensuring that both technical and general-audience content meet the highest level of Bureau standards in both internal and public-facing publications of the New Mexico Bureau of Geology and Mineral Resources.

To succeed in this role, you must have:

- a content-integrity mindset, maintaining strict standards of scientific rigor and professionalism around Bureau content;
- a thorough understanding of how content works with graphics;
- confidence in and commitment to taking ownership of and applying editorial and visual style guides;
- an energetic willingness to collaborate and cultivate positive working relationships with all creators;
- expertise in managing all editorial assets, bolstered by an arsenal of top-notch project management, time management, and organizational skills;
- an unflinching command of the end-to-end quality assurance process from ideation to final publication, in addition to the tools and methodologies of this process;
- sharp editorial instincts to ensure accuracy, consistency, readability, and accessibility of documents and graphics across all of the Bureau's electronic and print publication formats.

Additional qualifications that will set you apart include:

- a bachelor's degree in English, technical communication or a related field;
- two to five years of scientific/technical publications experience, preferably in the academic and/or non-profit sectors.

A self-motivated, curious, and collaborative individual will be a good fit for this team.

We recognize that no single candidate will possess all the desired qualifications. We're looking for someone with an eagerness and ability to jump right in, build on their existing skill sets, and contribute to the success of this integral

Bureau program. Training will be provided where expertise gaps exist; applicants with deeper experience are strongly encouraged to apply.

Please visit <https://www.nmt.edu/hr/employment.php> to view the complete job description and application forms. To apply, please email the following documents as a single PDF: completed job application form, cover letter, resume, and samples of copyedited/proofread publications showcasing your editorial skills to nmtjobapps@npe.nmt.edu c/o Rosa Jaramillo and copied to barbara.horowitz@nmt.edu with “Bureau of Geology Publications Editor” in the subject line.

Position will remain open until filled.

Apply to: nmtjobapps@npe.nmt.edu OR NMT/ HR 801 Leroy Place Box 111, Socorro, NM 87801