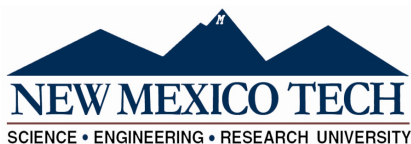


Posted: June 23, 2022



POSITION ANNOUNCEMENT

TITLE: PUBLICATIONS EDITOR

DEPT: BUREAU OF GEOLOGY

REG

TEMP

FULL TIME

PART TIME

STARTING RATE or SALARY RANGE \$45,000-\$50,000

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:

The Publications Editor aligns technical and general audience content to the highest level of Bureau standards for internal and public-facing New Mexico Bureau of Geology and Mineral Resources publications.

This is achieved primarily through the editing and review of manuscripts that are developed by both Bureau scientific and non-technical staff as well as external contributors. The Publications Editor also contributes writing, editing, and proofreading to projects that support Bureau research, promotional, and administrative initiatives.

The prospective candidate must have a content-integrity mindset, a thorough understanding of how content works with graphics, ownership and application of editing and visual style guides, management of all editorial assets, the desire to cultivate positive working relationships with all collaborators, and an arsenal of top-notch project management, time management, and organizational skills.

To flourish in this position, the Publications Editor must have a demonstrated and unflinching command of the end-to-end quality assurance process, its tools and methodologies, and sharp editorial instincts to ensure accuracy, consistency, readability, and accessibility of documents and graphics across all the Bureau's electronic and print publication formats. 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.

REQUIRED QUALIFICATIONS:

Bachelor's degree - Area of study: English, The Sciences, technical communications, publications. Outstanding attention to detail, unflinching accuracy, and consistent high-quality output required. Mastery of spelling, punctuation, grammar, syntax, formatting, composition, copy editing, and proofreading required. Expertise with the verification and management of references, credits, permissions, and routine publishing records (such as ISBN, CIP, copyrights) required. Familiarity with technical and general style guides and the ability to quickly learn and apply Bureau, GSA, USGS, and CMOS styles required. Cross-platform computer and software proficiency required. Command of all types of copy editing and proofreading tools (electronic and traditional) required. Strong project management, Google Suite, and Microsoft Office Suite expertise required. Familiarity with Adobe Creative Cloud and design/layout best practices desired. Two to five years' scientific/technical publications experience, preferably in the academic and/or non-profit sectors, is desired. Please include a sampling of copy edited/proofread publications, along with your cover letter and resume, in your application package. NM State Driver's License required.

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