POSITION ANNOUNCEMENT

TITLE: INFORMATION SPECIALIST  DEPT: MAGDALENA RIDGE OBSERVATORY

REG ☑ TEMP ☐ FULL TIME ☐ PART TIME ☑

STARTING RATE or SALARY RANGE: $20.00
Employees being promoted to a higher classified position receive the minimum for the position or a pay rate adjustment of 8% whichever is greater.

*INTERNAL POSTING THROUGH: December 18, 2017* 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:
Creates, updates, and disseminates, to stakeholders and the general public, news and information on the MROI. Prepares and updates information materials on the MROI such as brochures, data, information sheets, and newsletters; prepares materials for MROI education and outreach activities and provides administrative assistance for those activities; prepares materials for Friends of MROI Board of Visitors and provides administrative assistance to the MROI Board of Visitors.

REQUIRED QUALIFICATIONS:
Bachelor's degree required in any area of study. Technical writing skills required. Administration and Organization skills required. Graphic design skills required. Communication, spoken, and written skills required. Social skills, able to be at ease with member of the public required. Ability to make visual and oral presentations to individuals and groups required. Must be able to organize public and stakeholder activities and events.

Apply to: New Mexico Tech, Human Resources 801 Leroy Pl. Brown Hall Box 188, Socorro, NM 87801-4796