Posted: **August 5, 2026**

NEW MEXICO TECH
SCIENCE • ENGINEERING • RESEARCH UNIVERSITY

POSITION ANNOUNCEMENT

TITLE: **COMMUNICATIONS AND WEB SPECIALIST**

DEPT: **MARKETING AND COMMUNICATIONS**

REG ☑ **TEMP** ☐ **FULL TIME** ☑ **PART TIME** ☐

STARTING RATE or SALARY RANGE $50,000 - $57,000
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 SUMMARY:

As the Communications and Public Relations Specialist at New Mexico Tech, you will have a crucial role in strengthening the university's connections with both internal and external audiences. This position will broaden awareness of NMT, boost media relations efforts and results, produce quality storytelling for social media, our website and other publications and needs, and will help the institution build stronger ties to its constituents. Reporting to the Director of Marketing and Communications, your primary responsibility will be to execute a diverse range of institution-wide communications and public relations initiatives, emphasizing effective writing and compelling storytelling. Your tasks will involve producing and disseminating Information through various media platforms, providing support during crises, and crafting engaging content for the university's digital platforms. This role will accommodate a remote and flexible schedule, with occasional evening work and coverage being requested.

In this role, you will:
*Have significant responsibility for web content, including copywriting and page development, assessing visual content and migrating content into the new website CMS
* Gather, write, edit, coordinate, and upload information to the university's website, ensuring consistently with the university brand
*Share responsibility for the online newsroom, seeking ways to make news stories the most impactful
*As a key member of the social media team, develop, produce and disseminate social media content to boost awareness of and interaction with the university, including for prospective students
*Collaborate on social media analytics gathering and reporting
* Establish and nurture key relationships within the university community to facilitate effective communication channels and remain informed about notable developments and achievements across all university departments and research divisions.
* Strategize and disseminate internal and external communications to keep the public informed about university programs, accomplishments, and perspectives.
* Maintain the highest professional standards
* Perform various job-related duties as assigned.

JOB FUNCTIONS:

Interviewing, writing, and storytelling.

Social media strategy, development and execution.

Strategizing and developing communications plans for a variety of constituents and needs, taking into account social and digital presence, media pitches, internal communications, etc.

Cultivate and nurture relationships with internal and community stakeholders.

Supporting the department and leadership as needed, other duties as assigned.

REQUIRED QUALIFICATIONS:

Bachelor's Degree in Communications, Journalism, Public Relations, Marketing or related field. Experience navigating and working with diverse constituent groups to achieve results. Desire to support the state's STEM-focused institution through content and storytelling and expand its reach throughout New Mexico and beyond.

PHYSICAL DEMANDS:

Standing 20%	Sitting 60%	Walking 20%	Pulling
Pushing	Lifting	Stooping	Kneeling
Crawling	Climbing	Reaching	Other

Apply to: nmtjobapps@npe.nmt.edu