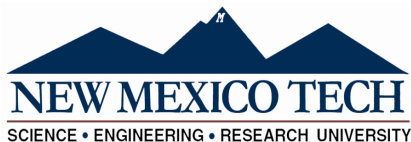


Posted: April 15, 2026



POSITION ANNOUNCEMENT

TITLE: PUBLICATIONS PROGRAM ASSISTANT MANAGER

DEPT: BUREAU OF GEOLOGY

REG

TEMP

FULL TIME

PART TIME

STARTING RATE or SALARY RANGE \$54,000 - \$68,411

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: 04/24/2026* 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:

The purpose of this position is to help develop and maintain a professional and diverse publishing program at the New Mexico Bureau of Geology and Mineral Resources. The successful applicant will serve as the primary point of contact for all publications group projects, bureau colleagues, a network of external contract collaborators, and vendors; will work with the publications program manager to oversee the nature and number of technical and non-technical publications that are produced in both digital and print format; and will steer projects from inception through completion with our editorial, creative and production team members. Our ideal candidate has a content integrity mindset; commands big-picture thinking and keen attention to detail; understands how graphics and content function together; enjoys collaboration with diverse research and creative project teams; and maintains the highest level of bureau styles and standards for use in internal and public-facing Bureau of Geology publications.

JOB FUNCTIONS:

Launches and maintains publications group projects and client project interface, and handling/resolving inquiries, questions, and concerns as they arise

Manages project intake, workflow, and status from inception to completion, including maintaining current project status list

Owns setup and maintenance of project folders and assets

Organizes and leads publications group and project team meetings follow-up

Assists in the development of new publications, project scope, budgets and schedules

Assists in the onboarding, assignment, and management of our contract collaborators

Assists with the management of internal and external print projects

Assists with the launch and ongoing function of the Publications Advisory Committee

REQUIRED QUALIFICATIONS:

Bachelor's Degree in Visual Communication, Publications, Technical Communications, Project Management, The Sciences, English. Experience with a professional publishing group in commercial, non-profit, scientific or educational arenas. Proactive project management, organizational, planning, and implementation skills, including demonstrated ability to manage multiple and competing projects and deadlines. Knowledge of modern graphic design, visual communication, and publishing trends. Outstanding interpersonal, written and verbal communication skills. Mastery of spelling, punctuation, grammar and proofreading. Solid Mac/PC computer skills, Adobe Acrobat, Google Suite, Microsoft Office Suite expertise.

DESIRED QUALIFICATIONS:

Knowledge of and experience with the printing industry. Knowledge of Adobe Creative Cloud, earth science and GIS.

LIFTING REQUIREMENTS:

(f)requently, (o)ccasionally, or (s)eldom

| | |
|-----------------|---|
| 0 - 15 pounds | F |
| 15 - 30 pounds | O |
| 30 - 50 pounds | S |
| 50 - 100 pounds | N |
| 100 + pounds | N |

PHYSICAL DEMANDS:

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

Apply to: nmtjobapps@npe.nmt.edu