Posted: **March 5, 2026**

NEW MEXICO TECH
SCIENCE • ENGINEERING • RESEARCH UNIVERSITY

POSITION ANNOUNCEMENT

TITLE: **SENIOR COMMUNICATIONS AND PUBLIC RELATIONS SPECIALIST**

DEPT: **MARKETING AND COMMUNICATIONS**

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

STARTING RATE or SALARY RANGE Negotiable within range
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 Senior 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 position necessitates exceptional writing skills, adeptness in managing both internal and external communications, and a collaborative mindset. Furthermore, occasional weekend or after- hours event attendance and coverage will be required, although a flexible workweek schedule will be implemented to account for those circumstances. This position may also be eligible for a hybrid or partially remote work arrangement. This role will help to oversee the daily operations of the unit and act as a back-up when the Director is not available.

In this role, you will:
* Assist and provide guidance to members of the university community, including faculty, staff, and administration, on matters related to communications and public relations that have a significant impact across the institution.
* Collaborate with university administration to implement crisis management strategies.
* 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.
* Cultivate and maintain relationships with local, state, and national media outlets.
* Respond promptly to media and public Inquiries, furnishing accurate and appropriate Information while connecting constituents with relevant university contacts.
* Support social media with news and research-focused content

* Compose, edit, review, and distribute communication materials, including news releases, articles, speeches, online Information services, and broadcast scripts.
* Oversee the production and publication of communication and public relations materials.
* Plan, write for, edit, and coordinate the creation of university publications.
* Promote public outreach programs as directed by the university and the department, while aiding in the development of presentations for administration and senior staff
* Gather, write, edit, coordinate, and upload information to the university's website, ensuring consistent methodologies for internet communication resources.
* Lead or guide collaborative communication teams as necessary.
* Maintain the highest professional standards related to record-keeping and public information.
* Perform various job-related duties as assigned.

JOB FUNCTIONS:

Interviewing, writing, and storytelling.

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

Cultivating and nurturing relationships with a variety of media outlets across the state, region and country. 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. News writing experience and an understanding of AP style. Experience as a storyteller, preferably including multi-media storytelling. Experience navigating and working with diverse constituent groups to achieve results.

DESIRED QUALIFICATIONS:

Experience conducting public relations and working with the media and the internal community of an organization. Strategic communications and crisis management experience.

PHYSICAL DEMANDS:

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

Apply to: nmtjobapps@npe.nmt.edu