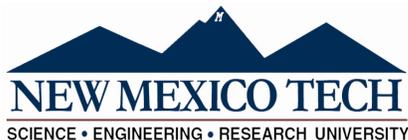


**Posted:** December 2, 2024



## **7 DAY INTERNAL CAMPUS POSITION ANNOUNCEMENT**

**TITLE:** TECHNICAL EDITOR/PUBLICATION SPECIALIST      **DEPT:** PRRC

**REG**       **TEMP**       **FULL TIME**       **PART TIME**

**STARTING RATE or SALARY RANGE** \$ \$55,000

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:** 12/11/2024 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 Petroleum Recovery Research Center (PRRC) is seeking an experienced technical editor with a strong scientific background, an eye for detail and organization, and the ability to communicate scientific research to a diverse audience. The PRRC has an active and multidisciplinary research program; each of our 8 research groups produces tens of proposals, journal articles, presentations, and reports each year. The successful applicant will play a critical role in supporting PRRC researchers in submitting polished and professional reports, proposals, articles, and informational materials, and in cataloging and archiving these materials. The primary purposes of the job are to: provide substantive and copy editing on technical and non-technical publications and presentations; work with other outreach team members to create content that communicates the PRRC's research goals and accomplishments to diverse audiences on several platforms; and create and maintain an accessible database or catalog of publications, presentations, and proposals generated by PRRC researchers.

### **JOB FUNCTIONS:**

Substantive and Copy Editing. Writing / content creation. Cataloging PRRC publications. Supervision of student assistants.

### **REQUIRED QUALIFICATIONS:**

Bachelor's Degree in Technical Communication, Information Technology, Journalism or minimum 3-5 years of equivalent experience. Strong background in a STEM field. Strong editorial skills. Proficiency in Microsoft Word and PowerPoint.

### **DESIRED QUALIFICATIONS:**

Strong written communication skills. Database software (MySQL, Microsoft Access, Microsoft SQL Server, FileMaker Pro etc).

**LIFTING REQUIREMENTS:**

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

0 - 15 pounds	O
15 - 30 pounds	S
30 - 50 pounds	
50 - 100 pounds	
100 + pounds	

**PHYSICAL DEMANDS:**

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

Apply to: [nmtjobapps@npe.nmt.edu](mailto:nmtjobapps@npe.nmt.edu)