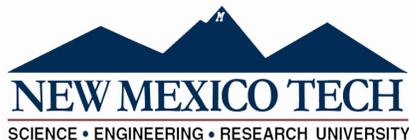


Posted: February 25, 2026



POSITION ANNOUNCEMENT

TITLE: WEB MAINTENANCE SPECIALIST

DEPT: MARKETING AND COMMUNICATIONS

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

STARTING RATE or SALARY RANGE \$30.00/hr

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:

The Marketing & Communications Office is seeking a detail-oriented Web Maintenance Specialist to support the ongoing maintenance, updates, and optimization of the NMT website (nmt.edu). The primary responsibility of this position is to ensure that web pages remain visually appealing, technically sound, accessible, and aligned with institutional branding standards.

This position would support the FT Web Developer position. This is a time-limited position funded through June 30, 2026, with potential extension contingent upon funding availability. The position may be remote, hybrid or accommodate evening, summer, and occasional after-hours work as needed.

JOB FUNCTIONS:

Content Updates: Perform routine updates to webpages such as news, department, directory, and faculty pages using the university's Content Management System (CMS).

Front-End Maintenance: Use HTML and CSS to correct layout inconsistencies, update styling, and ensure responsive design across desktop and mobile devices.

Accessibility Compliance: Utilize the university's accessibility audit tools to update web content and ensure compliance with WCAG 2.1 standards and applicable ADA digital accessibility requirements (e.g., alt text, heading hierarchy, color contrast).

Troubleshooting: Identify and resolve broken links, browser compatibility issues, formatting errors, and other technical inconsistencies.

Collaboration: Work collaboratively with the NMT Web Designer/Web Developer and Marketing & Communications staff to support website enhancements and improvements. Perform other duties as assigned.

REQUIRED QUALIFICATIONS:

Associate's or Bachelor's degree in Web Design, Graphic Design, Computer Science, or a related field preferred; equivalent professional experience may be considered. Portfolio or work samples may be required. Proficiency in writing clean, semantic HTML and modular CSS. Experience working within a Content Management System (CMS). Proficiency with design and prototyping tools like Figma, Sketch, Adobe XD. Experience with Adobe Creative Cloud (Photoshop preferred), Canva, and Microsoft Office. Strong understanding of web usability and accessibility (WCAG, ARIA). Experience with web application UX design. Strong interpersonal skills. Communicate well verbally and in writing with a wide range of people, in a university setting including: President, Presidents Cabinet, Deans, Dept Chairs, Faculty, Staff and Students, Vendors and Community.

PHYSICAL DEMANDS:

Standing 5%	Sitting 95%	Walking	Pulling
Pushing	Lifting	Stooping	Kneeling
Crawling	Climbing	Reaching	Other

Apply to: nmtjobapps@npe.nmt.edu