

Posted: October 11, 2022



REVISED 10/11/22
POSITION ANNOUNCEMENT

TITLE: PUBLICATIONS EDITOR

DEPT: BUREAU OF GEOLOGY

REG

TEMP

FULL TIME

PART TIME

STARTING RATE or SALARY RANGE \$47,500

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 DUTIES:

The New Mexico Bureau of Geology and Mineral Resources is a non-regulatory agency that serves as the geological survey for the state of New Mexico, and is associated with New Mexico Tech. There are research-based, information distribution, and basic science components to the work that we do.

As our Publications Editor, you will be responsible for editing and reviewing manuscripts developed by both scientific and non-technical Bureau staff and external contributors, as well as contributing writing, editing, and proofreading expertise that support Bureau research, promotional, and administrative initiatives. Throughout, your aim will be ensuring that both technical and general-audience content meet the highest level of Bureau standards in both internal and public-facing publications of the New Mexico Bureau of Geology and Mineral Resources.

To succeed in this role you must have:

- A content-integrity mindset, maintaining strict standards of scientific rigor and professionalism around Bureau content.
- A thorough understanding of how content works with graphics.
- Confidence in and commitment to taking ownership of and applying editorial and visual style guides such as Geological Society of America, US Geological Survey, and Chicago Manual of Style, etc.
- An energetic willingness to collaborate and cultivate positive working relationships with all creators.
- Expertise in managing all editorial assets such as references, credits, permissions, and routine publishing records (i.e., ISBN, CIP, copyrights), bolstered by an arsenal of top-notch project management, time management, and organizational skills.
- An unflinching command of the end-to-end quality assurance process from ideation to final publication, as well as the tools and methodologies of this process.
- Sharp editorial instincts--including grammar, syntax, formatting, composition, proofreading and copyediting--to ensure accuracy, consistency, readability, and accessibility of documents and graphics across all of the Bureau's electronic and print publication formats.

Additional qualifications that will set you apart:

- A Bachelor's degree in English, Technical Communication, the Sciences, Publications.
- Two to five years' scientific/technical publications experience, preferably in the academic and/or non-profit sectors.

A self-motivated, curious, and collaborative individual will be a good fit for this team.

We recognize that no single candidate will possess all the desired qualifications. We're looking for someone with an eagerness and ability to jump right in, build on their existing skill sets, and contribute to the success of this integral Bureau program. Training will be provided where expertise gaps exist; applicants with deeper experience are strongly encouraged to apply.

Please visit <https://www.nmt.edu/hr/employment.php> to view the complete job description and application forms. To apply, please prepare the following as a single PDF: completed job application form, cover letter detailing your experience, strengths, and interest for this position, resume, and a few of your best samples of copyedited/proofread publications. Please email your application PDF to nmtjobapps@npe.nmt.edu c/o Rosa Jaramillo and copied to barbara.horowitz@nmt.edu with "Bureau of Geology Publications Editor" in the email subject line.

Position will remain open until filled.

About New Mexico Tech:

New Mexico Tech is committed to creating a community in which a diverse population can learn, live, and work in an atmosphere of tolerance, civility, and respect for the rights and sensibilities of each individual. New Mexico Tech is an Equal Opportunity Employer. All those interested in the position are encouraged to apply, including women, minorities, and persons with disabilities.

A competitive benefits package including healthcare, dental, vision, retirement plan, tuition fee waiver, and on-campus childcare are available for this position.

New Mexico Bureau of Geology is a research and service division of New Mexico Institute of Mining and Technology. We are located in Socorro, in the scenic Rio Grande River Valley of central New Mexico, 75 miles south of Albuquerque and 139 miles south of Santa Fe. Nearby mountains and desert canyons provide opportunities for excellent hiking, climbing, and mountain biking. The Bosque del Apache National Wildlife Refuge, located just south of Socorro along a major north-south flyway, offers some of the best birding in the USA.

Apply to: nmtjobapps@npe.nmt.edu OR NMT/ HR 801 Leroy Place Box 111, Socorro, NM 87801