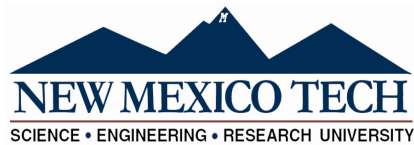


Posted: May 6, 2025



POSITION ANNOUNCEMENT

TITLE: OUTREACH SPECIALIST II OR III **DEPT:** BUREAU OF GEOLOGY

REG ☒ **TEMP** ☐ **FULL TIME** ☒ **PART TIME** ☐

STARTING RATE or SALARY RANGE \$ 39,520 - \$55,256

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: 05/16/2025

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 primary role will be to support the hydrogeology programs at the New Mexico Bureau of Geology deliver high quality outreach materials, such as maps, graphics, presentations, flyers and posters using skills in graphic design programs and GIS. Qualified candidates will be expected to have a working knowledge of Adobe Creative Suite software, ideally with experience using GIS and MS Office. This position will require working closely with Bureau staff to turn draft work products such as GIS maps, Excel charts and tables, and other scientific illustrations into finalized, publish-ready, maps and images for both printed materials (flyers, Open File Reports, posters, etc) and web-based materials.

JOB FUNCTIONS:

Create maps and visuals for all outreach materials primarily in Adobe Creative Suite. Support staff on file management and figure development for outreach and reporting. Attend project meetings, assist in printing or digital production of flyers, posters of other promotional materials, other outreach support, as needed.

REQUIRED QUALIFICATIONS:

Bachelor's Degree in Earth Sciences. Practical and academic experience collecting/synthesizing hydrogeologic data. Ability to work effectively with managers, peers, government agencies, consultants, and general public. Ability to work alone and in remote conditions. NM Driver's license Ability to obtain NMT driver's certification

DESIRED QUALIFICATIONS:

Mapping in GIS.

LIFTING REQUIREMENTS:

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

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

PHYSICAL DEMANDS:

Standing 20%	Sitting 20%	Walking 5%	Pulling 10%
Pushing	Lifting 10%	Stooping 5%	Kneeling 5%
Crawling	Climbing 5%	Reaching 10%	Other

For consideration for this position, please submit a completed application including cover letter, resume and 3 references.

Apply to: nmtjobapps@npe.nmt.edu