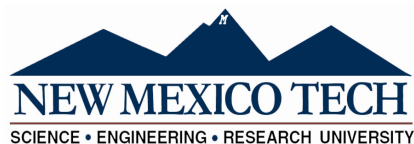


Posted: November 25, 2024



POSITION ANNOUNCEMENT

TITLE: WEB AND GRAPHIC DESIGNER

DEPT: PRRC

REG

TEMP

FULL TIME

PART TIME

STARTING RATE or SALARY RANGE \$48,672 - \$58,893

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: December 9, 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 hiring a Web Developer and Graphic Designer to maintain and enhance our digital presence. This role is essential for developing the main PRRC website, ensuring functionality, regularly uploading new content, handling daily website update requests, supporting the development and maintenance of project-specific websites, and working closely with researchers and the outreach team to keep each research group's web pages updated and relevant. As the Graphic designer, you will collaborate with the outreach team to create engaging online content for social media, translate complex scientific ideas into accessible graphics and visual materials that communicate PRRC's research to a broader audience. This includes creating outreach materials such as visuals, fact sheets, presentations, and videos.

JOB DUTIES:

Website development and maintenance and software support. Designing graphics to simplify and convey scientific concepts. Developing social media presence in collaboration with the outreach team. Creating outreach materials, such as fact sheets, presentations, posters, and video.

REQUIRED QUALIFICATIONS:

Associate's degree in web development, graphic design or digital media or completion of program 18+ months after high school. Proficiency in web development using React based framework. Graphic design software such as Adobe Cloud and Figma. Experience with content management systems (WordPress). Basic understanding of database software, containerization software.

DESIRED QUALIFICATIONS:

Social media content creation and management.

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 10%	Sitting 85%	Walking 5%	Pulling
Pushing	Lifting 5%	Stooping	Kneeling
Crawling	Climbing	Reaching	Other

Apply to: nmtjobapps@npe.nmt.edu