Colorado School of Mines invites applications for the position of Technical Media Specialist.

The Colorado Geological Survey serves the State of Colorado to ensure that the citizens of Colorado gain most efficient use of and economic benefit from geological resources, while maximizing their protection from geological hazards. Education and research programs affiliated with CGS are enhanced through close collaboration with the strong departments in the College of Earth Resource Sciences and Engineering: Economics & Business, Geology & Geological Engineering, Geophysics, Liberal Arts & International Studies, Mining Engineering, and Petroleum Engineering.

Colorado is well-known for its quality of life and outdoor lifestyles. Mines is located in Golden, Colorado, in a scenic valley at the foothills of the Rocky Mountains. Mines has enrollment of over 5,400 students in undergraduate and graduate degree programs in engineering and applied science. The metropolitan Denver area, with its cultural and sports activities, is located a few miles to the east of Golden. The climate is continental with gentle summers and occasional snow in the winter. There is a major international airport within 35 miles of campus. For more information visit us at: www.mines.edu.

Responsibilities: The Technical Media Specialist writes press releases, prepares information for the media and is responsible for posts/tweets to social media outlets, including tracking social media influence measurements. Writes clear and compelling website content, including articles, product descriptions, e-newsletters, blog posts and podcast scripts. Researches and writes annual reports, newsletters, pamphlets, and other print materials. Works with technical staff to improve document quality, usability and relevance. Other duties include researching material, managing outreach events and agency website, and coordinating content reviews with senior staff. The position assists with general office administration duties and other duties as assigned.

Mines is an Equal Opportunity/Affirmative Action employer and educator that recognizes that diversity is crucial to its pursuit of excellence in learning and research. Mines is committed to developing student, faculty, and staff populations with differing perspectives, backgrounds, talents, and needs and to creating a richer mix of ideas, energizing and enlightening debates, deeper commitments, and a host of educational, research, and service outcomes. As such, Mines values candidates who have experience working in settings with individuals from diverse backgrounds. Minorities, women, veterans, and persons with disabilities are strongly encouraged to apply.

Qualifications: A bachelor’s degree in journalism, communications, digital media or a closely related field is required. Other requirements include strong writing and editing skills; applicants must be able to write clearly, succinctly and in a manner that appeals to a wide audience. Must be proficient in the use of Adobe Create Suite, Adobe Creative Cloud or similar print, web content management and digital publication software. Applicants must demonstrate, or show evidence of, excellent written, oral communication and interpersonal skills. Must be able to take complex,
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technical information and translate it for colleagues and consumers who have nontechnical backgrounds.

Preference will be given to applicants who possess:
- A master’s degree in journalism, communications, digital media, or a closely related field
- A bachelor’s degree in geology, geological engineering, engineering, geography, soil science, or a closely related field
- Expert knowledge of social networking channels, web design, HTML and search engine optimization
- Experience working with audio/visual production equipment and other multimedia tools used to distribute podcasts online
- Knowledge of technical subjects such as geology, geological engineering, engineering, geography, soil science, or a closely related field

Compensation: Salary and benefits will be commensurate with qualifications and experience. Mines provides an attractive benefits package including fully paid health and dental insurance. Part of Mines’ mission is to create a family-friendly environment supported through our dependent tuition benefits, parental leave benefits, and dependent care assistance plan, as well as in special events, camps, and programming. For more information visit: [http://family.mines.edu/](http://family.mines.edu/)

How to Apply: Applicants must submit (1) a letter of application that includes web links to at least two distinct pieces of representative work, (2) curriculum vitae, (3) names and contact information of three professional references to: Colorado School of Mines, Human Resources Office, Search 16-180150, 1500 Illinois Street, Golden, CO 80401, Fax: (303) 384-2025.

Electronic applications are encouraged and will be accepted at fsearch@mines.edu. If using this method of application, please put the search number as indicated above (in bold) in the subject line to ensure that your materials are properly forwarded to the search committee.

Review of applications will begin by January 11, 2016.