



New Mexico Military Institute Employment Opportunity

Administrative Assistant Information Technology

About New Mexico Military Institute: NMMI is a state-supported, co-educational college preparatory high school and junior college, complete with Junior and Senior ROTC programs. With a Corps of Cadets numbering up to 1000 young men and women, NMMI provides an accredited college preparatory curriculum on the high school level and currently developing a new middle school.

Position: This is a 12-month, non-exempt position under the supervision of the Director of Information Technology. Provides administrative support to the IT department; handles travel requests; interfaces with the NMMI Business Office; maintains IT records and documentation. The salary is \$35,608.00 (\$17.12 per hour). The job description is available upon request.

<p>Tasks:</p> <ul style="list-style-type: none"> • Manages the distribution and recovery of the cadet One-2-One laptops • Manages printer consumables for the Institute • Provides Help Desk triage and resolves many help desk questions, directs remaining issues and inquiries to appropriate IT, individuals • Creates requisitions, manages the purchasing process, and manages IT supplies • Other duties as assigned 	<p>Essential Skills:</p> <ul style="list-style-type: none"> • Knowledge of the current Microsoft operating environment and productivity tools • Knowledge of the World Wide Web and related resources • Ability to provide excellent customer service • Knowledge of general business processes and procedures • Skill in providing telephone and in-person support of the above knowledge areas
<p>Qualifications:</p> <ul style="list-style-type: none"> • High School Diploma or equivalent • Three (3) years of extensive clerical skills with computer hardware, software, and database management • Experience working in an administrative support position • Above average computer literacy • Associate's degree is preferred • Experience in a customer service position preferred • Experience in an educational environment preferred 	<p>Why Should You Apply?</p> <ul style="list-style-type: none"> • Excellent comprehensive benefits through the State of New Mexico: Medical, dental, vision, life insurance, retirement, sick leave, annual leave, paid holiday, and much more • Development opportunities • NMMI offers a rich history and tradition of educating tomorrow's leaders since 1891 • You'll constantly be challenged to learn more • A big part of your job will involve helping people

How to Apply: Send your *application, resume, transcripts, and letter of interest* to the NMMI HR Office in Lusk Hall, 101 W College Blvd, Roswell, NM, 88201, or email employment@nmmi.edu. Applications are located at: <https://www.nmmi.edu/human-resources/employment-opportunities/> NMMI is an Equal Opportunity Employer.