



New Mexico Military Institute Employment Opportunity

Admissions Counselor/Recruiter

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. The junior college prepares graduating cadets for transfer to senior colleges.

New Mexico Military Institute (NMMI) is accepting applications to fill the position of Admissions Counselor/Recruiter. This is a fulltime, 12-month position reporting to the Assistant Director of Recruiting. The Admissions Counselor performs appropriate tasks to help meet strategic enrollment objectives and is primarily responsible for recruiting and processing prospective student applications. Both in and out-of-state travel is expected. In addition to recruiting responsibilities, the Admissions Counselor assists with programmatic assignments, such as developing and maintaining group visits and campus tours, Open House events and other recruiting events as directed. Evening and weekend work may be required. Minimum Qualifications: Bachelor's degree from an accredited college or university. The successful candidate will have the ability to develop and maintain effective interpersonal relationships with prospective students and their families, with co-workers, and with other NMMI staff and faculty. Candidates with recruiting or admissions experience at a college or boarding school environment is preferred. Ability to use Microsoft Office suite of application, most critically Word, Excel and Access, preferred. Spanish as a second language will be considered beneficial. Some knowledge of Power Campus database systems or similar is preferred. Annual Salary: \$32,500.00. Excellent benefits available. Applications will be accepted at the NMMI HR Office until position is filled. Application, letter of interest, and transcripts, are accepted at the NMMI HR Office, Lusk Hall, 101 W. College Blvd, Roswell, NM 88201. NMMI Applications are available at the NMMI website at <https://www.nmmi.edu/human-resources/employment-opportunities/> or at Lusk Hall, 2nd floor (east-side). NMMI is an Equal Opportunity Employer.