



New Mexico Military Institute Employment Opportunity

Godfrey Athletic Center Front Desk Monitor Part - Time

Position: Under the supervision of the GAC Coordinator/ Assistant Strength and Conditioning Coach. This is a part – time position.

<p><u>Responsibilities:</u></p> <ul style="list-style-type: none">• Attending to front desk, including answering phones, distributing mail, taking membership applications, and verifying authorized access to the athletic center• Attending to administrative tasks required by the GAC, its equipment, and workout areas• Perform any other duties as needed	<p><u>Essential Skills:</u></p> <ul style="list-style-type: none">• Proficiency in communication skills, both written and oral• Ability to exhibit great customer service• Ability to establish and maintain effective working relationships with students, coaches, faculty, and staff
<p><u>Qualifications:</u></p> <ul style="list-style-type: none">• High School Diploma is preferred, but not required• Some clerical experience preferred but not required	

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