



New Mexico Military Institute Employment Opportunity

Academy Prep/Military Career Center Director

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 a transfer junior college, operating within a conducive military environment.

Position: NMMI seeks a full-time, 12-month Academy Prep/Military Center Director beginning July 5, 2022. The Academy Prep/Military Career Center Director serves as the focal point for all matters concerning NMMI cadets and the five federal service academies, and in addition serves as an academic advisor for cadets in the ROTC/Early Commissioning Program. The salary range for this position is \$50,000 - \$60,000.

<p>Responsibilities:</p> <ul style="list-style-type: none"> • Manage all elements of Academy Prep program • Maintain liaison with service academy programs including USAFA Falcon, USMA West Point Preparatory Scholarship Program, USMMA Prep Program, and USNA Foundation • Plan and conduct Prep Orientation I/II • Advise, tutor, and mentor cadets • Provide opportunities for cadets to learn about various commissioning programs and military career options • Coordinate with high school counselors, academic advisors, faculty, staff, and Commandant's staff to ensure student success • Update NMMI Prep Program web pages • Maintain a Professional Development Plan • Abide by institutional policies 	<p>Essential Skills:</p> <ul style="list-style-type: none"> • Exceptional oral and written communication • Knowledge of computer hardware and software, specifically Microsoft word, Outlook and Excel • Strong attention to detail and ability to meet deadlines • Skill in developing and maintaining effective colleague working relationships • Skill in interacting with others to provide services to students, faculty, and others • Willingness to work with cadets in advising, tutoring, and mentoring environments • Ability to work in an unsupervised environment • Skill in interacting with diverse populations and a wide variety of age groups
<p>Qualifications:</p> <ul style="list-style-type: none"> • Bachelor's degree required • Masters degree preferred with a preference for school counseling or college advising • Knowledge of the federal service academies, as well as structure and general operations of the various branches of the military • Knowledge of the congressional, vice-presidential, and presidential nomination process • Experience in high school counseling, lower division college undergraduate advising, or higher-ed student services preferred • Prior military service preferred 	<p>Why Should You Apply?</p> <ul style="list-style-type: none"> • Small class sizes • Diverse student body • Curricular rigor and intellectual freedom • Highly structured institutional culture and classroom management support • NMMI offers a rich history and tradition of educating tomorrow's leaders since 1891 • Exceptional workplace culture • Development and leadership opportunities • Excellent pay and benefits, including medical, dental, vision, life, and retirement through the State of New Mexico

How to Apply: Applications will be accepted until the position is filled. Please send a **cover letter, resume, three current letters of reference, transcripts and a NMMI Employment Application** to: NMMI HR Office located in Lusk Hall, 101 W College Blvd, Roswell, NM, 88201 or email to employment@nmmi.edu . Applications and the ability to upload applications and supporting documentation is located at: <https://www.nmmi.edu/human-resources/employment-opportunities/> . NMMI is an Equal Opportunity Employer.