



New Mexico Military Institute Employment Opportunity

Office Support Technician – Alumni Relations

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.

Position: New Mexico Military Institute announces the vacancy of the position of Alumni Relations Office Support Technician. Candidate must be organized, able to multitask, have a pleasant demeanor and willingness to assist personnel, visitors and cadets and must have excellent telephone etiquette. Under direct supervision of the Director of Alumni Relations, the Alumni Relations Office Support Technician performs a broad scope of clerical and receptionist type functions, including, but not limited to, mail distribution, data entry, filing, and other receptionist duties. Must be proactive and self-motivated. Must have problem-solving skills. Some travel and weekend/evening work required. A minimum of 3 years of administrative experience or the equivalent of an associate’s degree is preferred. Annual Salary: \$31,200 (\$15.00 per hour).

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| <p>Responsibilities:</p> <ul style="list-style-type: none"> • Maintain up-to-date records which includes files, alumni records and database entries • Answer calls & delivering messages • Mail distribution • Prepare packages for events • Inventory office stock • Provide front-desk reception with guests • Must be able to work evening and weekends as required in support of special projects and events | <p>Essential Skills:</p> <ul style="list-style-type: none"> • Communication skills and the ability to clearly express ideas, thoughts, and concepts verbally and/or in writing • Must be honest, dependable and able to meet deadlines • Must have problem-solving skills • Must be proactive and self-motivated • Computer application knowledge (Proficient in Microsoft Suite applications) • Must have a pleasant demeanor and willingness to assist other personnel, alumni, visitors and cadets |
| <p>Qualifications:</p> <ul style="list-style-type: none"> • A high school diploma is required or has to be obtained within 6 months of employment • Minimum of 3 years administrative experience or equivalent of an Associate’s degree • Associate’s degree 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 holidays, and much more • NMMI offers a rich history and tradition of educating tomorrow’s leaders since 1891 • Development opportunities |

How to Apply: Send *application, resume, letter of interest, and transcripts* 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.