



New Mexico Military Institute Employment Opportunity

Information Technology Technician

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: The **Information Technology Technician** is a 12 month, full – time position. Under general direction, Information Technology Technicians install, troubleshoot, and fix the hardware and software in computer systems. Job Description available upon request. The annual salary range for this position is \$33,519 to \$40,571.

<p>Responsibilities:</p> <ul style="list-style-type: none"> • Maintain, upgrade, and troubleshoot computers and other IT equipment connected to the network • Installs software and hardware; Performs maintenance and security tasks using specialized programs and tools • Engages with Staff, Faculty, and Cadets experiencing technical issues via telephone or in an in person Help Desk environment • Documents work performed in a detailed and technical manner; Researches and recommends new equipment and technologies • Performs related duties as assigned 	<p>Essential Skills:</p> <ul style="list-style-type: none"> • Knowledge of current personal computing hardware and software technologies • Knowledge of networking, including wiring, fiber optics, network components and related software • Knowledge of Microsoft Office components, particularly Word, Excel, PowerPoint, and Outlook • Skill in providing assistance to clientele with various levels of expertise. • Ability to handle multiple tasks • Ability to work independently
<p>Qualifications:</p> <ul style="list-style-type: none"> • High School graduate, or equivalent required • Three (3) years of experience working with computer equipment including hardware and software preferred • Associates Degree preferred • IT professional certifications preferred • Additional experience in a customer service organization, experience in an educational environment 	<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 • Exceptional workplace culture • Development and leadership opportunities

How to Apply: Send *application, resume, and unofficial transcripts* to the NMMI HR Office located in Lusk Hall, 101 W College Blvd, Roswell, NM, 88201 or upload on the NMMI employment website located at: <https://www.nmmi.edu/human-resources/employment-opportunities/> NMMI is an Equal Opportunity Employer.