



## New Mexico Military Institute Employment Opportunity

### Academic Counselor & Student Assistance – High School

**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:** High school counselors are responsible for providing guidance and assistance for cadets to include: developing and implementing a comprehensive school counseling program focused on the physical, social, intellectual, emotional, vocational, and overall behavioral health needs for cadets. High school counselors are teaching faculty and adhere to the faculty handbook. As instructors, counselors are in charge of creating an emerging and robust curriculum; teaching instructional content for grades 9 through 12. Through the promotion of college and career readiness exploration coursework, the general focus of instruction is to support skills/abilities development and exploration of cadet interests, talents, and personality characteristics that are geared towards assisting cadets in making realistic academic and post-secondary/career choices. The pay range offered for the **Academic Counselor** position is \$50,000 to \$60,000.

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| <p><b>Responsibilities:</b></p> <ul style="list-style-type: none"> <li>• Guide and counsel groups and individual students through the development of secondary, post-secondary, and career plans utilizing specific activities as outlined in the Academic Advisor’s Handbook</li> <li>• Provide assistance in the referral process</li> <li>• Consult faculty, staff and parents regarding meeting the developmental needs of students</li> <li>• Perform other such duties and assume other such responsibilities as may be assigned</li> </ul> | <p><b>Essential Skills:</b></p> <ul style="list-style-type: none"> <li>• Demonstrate a capacity to work with cadets in an informal advising, counseling, and mentoring environment</li> <li>• Have the ability to work with and cooperate with supervisory staff and colleagues at all levels</li> <li>• Demonstrate a capacity to manage a classroom setting</li> <li>• Assist cadets to develop skills proficiency</li> </ul> |
| <p><b>Qualifications:</b></p> <ul style="list-style-type: none"> <li>• Bachelor’s degree required with condition that Master’s degree be acquired within five years of employment</li> <li>• Willingness to certify as a school counselor in NM to be acquired within five years of employment</li> <li>• School counseling certification and classroom teaching experience preferred</li> </ul>  | <p><b>Why Should You Apply?</b></p> <ul style="list-style-type: none"> <li>• Excellent comprehensive benefits through the State of New Mexico: Medical, dental, vision, life insurance, retirement, sick leave, annual leave, paid holidays, and much more</li> <li>• Development opportunities</li> <li>• NMMI offers a rich history and tradition of educating tomorrow’s leaders since 1891</li> </ul>                       |

**How to Apply:** Send *application, resume, letter of interest, three current recommendations, and transcripts* to the NMMI HR Office located in Lusk Hall, 101 W College Blvd, Roswell, NM, 88201 or email to [employment@nmmi.edu](mailto:employment@nmmi.edu) . Applications and the ability to upload application and supporting documentation is located at: <https://www.nmmi.edu/human-resources/employment-opportunities/>. NMMI is an Equal Opportunity Employer.