



New Mexico Military Institute Employment Opportunity

Administrative Assistant – Financial Aid

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 full-time, 12 Month position of **Administrative Assistant for Financial Aid**. Under general direction of the Financial Aid Director, this position provides clerical and administrative assistance in addition to monitoring fiscal and budgetary activities to ensure the Financial Aid department for New Mexico Military Institute maintains a strong base for its programs. Administrative assistants provide budget tracking and monitoring and procurement services for their respective departments. Salary is \$35,608 (\$17.12 per hour).

<p>Responsibilities:</p> <ul style="list-style-type: none"> • Maintains databases and files; monitors multiple budgets; provides support services to higher staff, faculty, and cadets; composes correspondence, reports, and other written communications; plans and conducts research and special projects; perform tasks related to computer hardware and software; maintains inventories; answers department telephone calls and e-mail; maintains office files and records • Process Free Applications for Federal Student Aid (FAFSA) • Other duties as assigned 	<p>Essential Skills:</p> <ul style="list-style-type: none"> • Skill in receiving and implementing instructions • Skill in oral and written communications • Skill in developing and administering budgets • Skill in utilizing various computer programs • Skill in problem resolution and sound judgment • Skill in workload management • Ability to learn federal, state, and local laws, rules regulations, policies, and procedures as they relate to the financial aid department
<p>Qualifications:</p> <ul style="list-style-type: none"> • High School diploma or equivalent required • Associates degree preferred • 2 years administrative experience • Excellent typing and computer knowledge • Bilingual 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 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.