



New Mexico Military Institute Employment Opportunity

Director of Toles Learning Resource Center

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 Director of Toles Learning Resource Center (TLRC) to provide overall leadership and management of the Division. This position also serves as the Associate Dean for Cadet Academic Success. The Director manages the operations, supervises the faculty and staff of the TLRC, and ensures all programs, operations, and facilities of the TLRC are effectively and efficiently managed to maximize service to NMMI. This position reports to the Chief Academic Officer/Dean of Academics. The wage range for the Director or TLRC position is \$80,000 - \$90,000. Complete job description available from HR on request.

<p>Responsibilities:</p> <ul style="list-style-type: none"> • Develop, manage, and evaluate programs to support student academic success • Supervise and support faculty and staff in the TLRC • Advise, tutor, and mentor cadets • Teach high school and junior college courses • Assist in updating NMMI Cadet Academic Services pages • Manage online orientation program • Manage Academic Foundation accounts • Oversee the Cadet Success 2030 Plan • Serve on Cadet Success Committee • Maintain a Professional Development Plan • Abide by institutional policies 	<p>Essential Skills:</p> <ul style="list-style-type: none"> • Exceptional oral and written communication skills • Computer program and application usage, including databases • Strong attention to detail • Ability to complete tasks/projects effectively and in a timely manner • Skill in developing and maintaining effective working relationships • Skill in interacting with others to provide services to students, faculty, and others • Work collaboratively with members of the Division and others across campus • Ability to work effectively with cadets in advising, teaching, tutoring, and mentoring environments
<p>Qualifications:</p> <ul style="list-style-type: none"> • A Master's degree in the field of education administration, library science, or related field from a regionally accredited college or university is required • Terminal degree preferred • Five years of experience with increasing responsibilities in academic administration required • Experience in budget and program planning, development and distribution required • Demonstrated experience with information technology required • Service orientation and strong interpersonal and communication skills required 	<p>Why Should You Apply?</p> <ul style="list-style-type: none"> • Small class sizes • Diverse student body • Curricular rigor and intellectual freedom • 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. Only complete application packets containing a cover letter, resume, transcripts, NMMI Employment Application Form will be reviewed. Please send application materials 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. NMMI values diversity and encourages applications from individuals who are underrepresented in higher education.