



New Mexico Military Institute Employment Opportunity

Human Resources Coordinator

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: Under general supervision of the Human Resources Director, **the Human Resources Coordinator**, will research, development, and implement effective recruiting and staffing strategies to attract a diverse pool of qualified and best fit candidates for NMMI; continuously works toward building employer brand through employee engagement and NMMI’s online presence as an employer. This position is responsible for administrative duties as well as assisting in the needs requested of the HR department. The Human Resources Coordinator assist the Human Resources Director in working toward all NMMI HR strategic initiatives. Job description available upon request. The pay range offered for the **Human Resources Coordinator** position is \$38,000 to \$42,000.

<p>Responsibilities:</p> <ul style="list-style-type: none"> • Develops, facilitates, and implements all phases of the recruitment process • Research, facilitate, and maintain methods of online job advertisements that best fit NMMI; build and grow NMMI online presence as an employer • Perform other related duties as assigned 	<p>Essential Skills:</p> <ul style="list-style-type: none"> • Ability to learn and perform all aspects of the Human Resources Department • Communicate effectively, both orally and in writing • Establish and maintain effective working relationships • Skill in oral and written communications
<p>Qualifications:</p> <ul style="list-style-type: none"> • Associate’s Degree in Human Resources/ Business Administration or 5 years equivalent Human Resources or Administrative experience • Ability to learn and/or utilize online recruitment tools, such as, Indeed, LinkedIn, Social Media, Zip Recruiter, Military.com, NEOGOV, etc • 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 • Exceptional workplace culture • 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.