



New Mexico Military Institute Employment Opportunity

Night Accountability and Control Officer

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 **Night Accountability and Control Officer**, provides adult supervision during the overnight duty shift and is directly responsible to the Deputy Commandant for Operations (DCO). His/her primary focus is on cadet safety, security and accountability. He/she must be visible, accessible, mobile, and prepared to enforce NMMI rules, regulations, and standard operating procedures. This position is full time, 9.5 month position and the pay range offered is \$31,227 to \$33,284.

Responsibilities: <ul style="list-style-type: none">• Ensure security and safety• Respond to cadet emergencies during the night• Perform administrative duties, such as, update cadet records and obtain written statements	Essential Skills: <ul style="list-style-type: none">• Ability to work independently with little guidance• Excellent oral and written communication skills• Sound judgement and listening skills in resolving problems
Qualifications: <ul style="list-style-type: none">• Associates Degree preferred• Military service preferred• Bilingual preferred• Demonstrated leadership in supervisory positions is preferred	Why Should You Apply? <ul style="list-style-type: none">• Excellent comprehensive benefits through the State of New Mexico: Medical, dental, vision, life insurance, retirement, sick 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, 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 are located at: <https://www.nmmi.edu/human-resources/employment-opportunities/> NMMI is an Equal Opportunity Employer.