



# New Mexico Military Institute Employment Opportunity

## Web & Digital Interface Specialist

**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, **Web & Digital Interface Specialist** supports the overall mission, key messages and goals; develops and curates content for NMMI digital properties, creates marketing materials in support of the entire NMMI campus that our mission driven. Will also manage, update and edit content on the NMMI web page. Job description is available from Human Resources upon request. The pay range offered for the **Web & Digital Interface Specialist** position is **\$41,000 to \$43,000**.

<p><b>Responsibilities:</b></p> <ul style="list-style-type: none"> <li>• Curate high quality, effective web content that engages our audiences and supports our communications goals</li> <li>• Curate and edit appropriate content to share across existing social media channels (Facebook, Twitter, YouTube, and LinkedIn) to increase engagement and reach</li> <li>• Develop print materials for Marketing purposes such as: Brochures/flyers</li> </ul>	<p><b>Essential Skills:</b></p> <ul style="list-style-type: none"> <li>• Web-master capabilities and the ability to create update and edit content on the NMMI web site.</li> <li>• Ability, or willingness to learn appropriate skills, to implement, maintain, update, and utilize current and future computer technologies</li> <li>• Ability to develop effective interpersonal relationships with co-workers and other NMMI staff and faculty</li> <li>• Capacity to manage multiple projects simultaneously and still meet expected deadlines</li> </ul>
<p><b>Qualifications:</b></p> <ul style="list-style-type: none"> <li>• Bachelor's Degree or equivalent, preferably communications, English, marketing, other related discipline</li> <li>• 1-2 years of experience developing/ writing/ producing content for the web and/or social media.</li> <li>• Superior written and verbal communications skills</li> <li>• Strong visual communicator with an understanding of how to present information, working within an established brand</li> <li>• Experience with a variety of software programs and applications including Microsoft Office suite and basic Photoshop skills, including cropping and resizing images</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>• NMMI offers a rich history and tradition of educating tomorrow's leaders since 1891</li> <li>• Exceptional workplace culture</li> <li>• Development opportunities</li> <li>• Ability to utilize creativity in web design and marketing</li> </ul>

**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](mailto:employment@nmmi.edu) . Applications are located at: <https://www.nmmi.edu/human-resources/employment-opportunities/> NMMI is an Equal Opportunity Employer.