



New Mexico Military Institute Employment Opportunity

Administrative Assistant – Commandant

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 Commandant**. Under the supervision of the Commandant of Cadets and in general support of Deputy Commandant for Operations, and Deputy Commandant for Support, performs administrative tasks and clerical support. Provides administrative assistance to cadets, as well as registrar for cadet activities and oversees data base management for barracks room assignments and operations. The salary for this position is \$35,608 (\$17.12 per hour).

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| <p>Responsibilities:</p> <ul style="list-style-type: none"> • Answer telephones: greet office visitors and assists cadets and parents with administrative issues • Maintains records and files within Commandant's office • Manages key information concerning barracks operations and room assignments • Determine cadet eligibility, weekly reporting • Assists with Cadet Activities • Other duties as assigned | <p>Essential Skills:</p> <ul style="list-style-type: none"> • Skill in interacting with youth and young adults • Skill in developing and maintaining effective working relationships within the department and other Institute departments • Ability to utilize Microsoft Office and other software programs • Ability to use communications radio to contact other members of the Commandant's staff • Ability to perform multiple tasks in a busy and stressful work environment. Must have impeccable office etiquette/demeanor |
| <p>Qualifications:</p> <ul style="list-style-type: none"> • High School Diploma, Associate degree preferred • Minimum of two (2) years of extensive experience with computer hardware, software and data base management required • 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.