



New Mexico Military Institute Employment Opportunity

Cadet Accountability/Tour Squad Officer Part - Time

Position: New Mexico Military Institute announces an opening for **Cadet Accountability/Tour Squad Officer**. Under general supervision, the Cadet Accountability/Tour Squad Officer reports directly to the Deputy Commandant for Operations (DCO). This position is a 9.5 month annual, part-time position not to exceed 29 hours a week, at \$17.50 per hour.

<p><u>Responsibilities:</u></p> <ul style="list-style-type: none">• Supervises discipline measures (tours) of cadets• May be required to work in Command Post Watch• Must be able to provide security, safety and accountability for the Corps of Cadets. Must be able to enforce rules and regulations of the Blue Book, Standard Operating Procedures (SOPs), Policy Letters and other NMMI regulations and guidelines and must take corrective measures as deemed necessary• Other duties as assigned	<p><u>Essential Skills:</u></p> <ul style="list-style-type: none">• Ability in oral and written communication• Skill in problem resolution and sound judgement and work management• Ability to work with the public and maintain a pleasant yet professional demeanor• Skill in problem resolution and sound judgement• Ability to obtain basic first aid and CPR Certification• Ability to handle multiple tasks and work independently• Familiarity with military drill and ceremonies and ability to operate comfortably in front of large groups of cadets is important
<p><u>Qualifications:</u></p> <ul style="list-style-type: none">• Associates degree preferred• Skill in monitoring security systems is preferred• Military experience and/or supervisory experience with young adults ages 13-23 preferred	

How to Apply: Applications will be accepted until the position is filled. Please send **cover letter resume, transcripts and NMMI Employment Application** 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 the application and supporting documentation are located at: <https://www.nmmi.edu/human-resources/employment-opportunities/> . NMMI is an Equal Opportunity Employer.