



New Mexico Military Institute Employment Opportunity

Administrative Assistant CFO Office

New Mexico Military Institute announces the vacancy of the full-time, 12-month position of Administrative Assistant for the Chief Financial Officer. Under general supervision, the Administrative Assistant assists the various administrators, i.e. Assistant Chief Financial Officer and Human Resources staff by performing numerous clerical and administrative tasks, including, but not limited to, developing and maintaining databases, office files, answering department calls and email, scheduling activities and appointments, conducting research, assisting with special projects and providing administrative assistance. Essential skills are receiving and implementing instructions, oral and written communications, handling multiple tasks, and working independently. A High School diploma, a minimum of two years of administrative experience, and extensive experience with various computer programs, i.e. Word, Access, Xcel, is required. A pleasant demeanor is required. The equivalent of an Associate's Degree from an accredited college with a major in business or human resources, office administration, or related field AND three years of progressively responsible administrative experience is preferred. Annual Salary: \$23,300.00 - \$29,100.00 DOE. Applications will be accepted at the NMMI HR Office until position is filled. NMMI is an Equal Opportunity Employer. Application, letter of interest, and transcripts, are accepted at the NMMI HR Office, Lusk Hall, 101 W College Blvd, Roswell, NM 88201. NMMI Applications are available at the NMMI website at <https://www.nmmi.edu/human-resources/employment-opportunities/> or at Lusk Hall.