



New Mexico Military Institute Employment Opportunity

Registrar's Data Entry Specialist

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. The junior college prepares graduating cadets for transfer to senior colleges. Since 1909, NMMI has been recognized as a Distinguished Military School.

New Mexico Military Institute is accepting applications for the position of Data Entry Specialist in the Registrar's Office. This position is a full-time, 12-month position. Applicants must have a minimum of a High School diploma or equivalent, excellent typing skills and computer knowledge and experience. Fluency in Spanish language is highly preferred. The ideal candidate for this position would possess knowledge of computer software packages supporting office and organization management, excellent administrative skills, communication skills, and work with a sense of urgency and pride. Applicants must be prepared to interact with cadets, parents, visitors and NMMI staff members. A professional and pleasant demeanor is required. Annual Salary: \$19,162 - \$23,040 DOE; excellent benefits available. Applications for this position will be accepted until position is filled. Applications can be obtained on the NMMI website at <https://www.nmmi.edu/human-resources/employment-opportunities/> or at Lusk Hall, Employment Room. Send application and résumé, to the NMMI Human Resources Office, 101 West College Boulevard, Roswell, NM 88201. New Mexico Military Institute is an Equal Opportunity Employer.