



MARION MILITARY INSTITUTE



INTENT TO EMPLOY

Posting Date: January 8, 2021

POSITION: ASSISTANT TO THE COMMANDANT FOR CADET ADMINISTRATION

SUMMARY: The Assistant to the Commandant for Cadet Administration will provide administrative support to the Commandant of Cadets for a myriad of day-to-day functions of cadet life.

MINIMUM QUALIFICATIONS:

- Associate Degree
- Effective oral and written communication skills.
- Ability to work effectively with a diverse population of students, faculty, staff, and the public.
- Competency in use of technology in the enhancement of campus communication and provision of student life services.
- Possess strong organizational, time management skills.
- Ability to work independently and as an effective member of the Commandant of Cadets' team.
- Possess a strong work ethic and exemplify willingness to perform duties as directed.
- Must pass required State of Alabama Background Investigation.

DESIRED QUALIFICATIONS:

- Bachelor's Degree.
- Prior Military experience.
- Experience at a military or preparatory school

ESSENTIAL DUTIES:

In addition to adhering to general policies and guidelines specified by the ACCS Board of Trustees and the MMI Faculty/Staff Handbook, President, and Commandant of Cadets, the successful candidate will also perform the following duties:

- Maintains and processes all cadet disciplinary records.
- Maintains and publishes the weekly penalty hour/restriction roster.
- Tracks cadet room assignments, room key issue, mailbox, and combination assignments.
- Tracks cadet accountability status, pass, leave, medical appointments, and others as required.
- Maintains student records in computer databases.

1101 Washington Street | Marion, Alabama 36756
800-664-1842 | www.marionmilitary.edu

- Enters data on the ACCS network (i.e. Banner).
- Performs receptionist duties including answering telephone calls and greeting visitors.
- Assists the Deputy Commandant of Cadets in managing organizational tasks for the Commandant's Office.
- Performs duties as intramural and outdoor rec coordinator in their absence.
- Assists with cadet development and quality of life initiatives and programs.
- Assists with cadet performance and conduct statistics and tracking.
- Work nights and weekends as required.
- Complete other duties as assigned.

SALARY: Salary Schedule E3; \$36,025 to \$39,987, based on relevant education and experience.

PROJECTED START DATE: ASAP.

APPLICATION DEADLINE/PROCEDURE:

1. Complete application files must be received in the Human Resources Department by January 22, 2021, at 4:30 p.m.
2. A complete application package consists of:
 - MMI employment application (completed and signed)
 - Letter of interest
 - Current resume [Note: Resume should address how the applicant has fulfilled the qualifications, required and preferred (if applicable), listed on this job announcement].
 - Copy of high school diploma or GED and all college transcripts (if a degree is required) [Note: Applicants should submit ONLY those transcripts from institutions where degrees were awarded (Associates degree or higher. Official transcripts will be required if you are offered the position)].
3. Applicant files that are not complete by the closing date will not be considered.
4. The College may extend the application deadline to ensure an adequate pool of qualified applicants.
5. Prior to a job offer being made, applicant must submit employment verifications from current and prior education employers, if applicable.
6. Application forms are available from and should be returned to:

Marion Military Institute
Human Resources
1101 Washington Street
Marion, Alabama 36756
(334)683.2368
cfields@marionmilitary.edu
www.marionmilitary.edu

NOTE: Failure to receive any item listed above, on or before the closing date, will result in disqualification from further consideration. E-mailed or faxed application packets will not be accepted.

MARION MILITARY INSTITUTE DOES NOT PROVIDE COPIES OF MATERIALS RECEIVED.

A selection committee will review application files. Individuals selected as finalists will be invited for an interview. A maximum of three finalists will be recommended to the College President for consideration. The President may select one of the recommended applicants to fill the vacancy or may choose to reopen

the application and selection process. Applicants must travel at their own expense. If you have a disability and may require accommodations, please notify us at (334) 683.2368.

MMI is an equal opportunity employer. It is the official policy of the Alabama Community College System, including postsecondary institutions under the control of the ACCS Board of Trustees, that no person in Alabama shall, on the grounds of race, color, disability, sex, religion, creed, national origin, or age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity, or employment. Marion Military Institute will make reasonable accommodations for qualified disabled applications or employees. The school reserves the right to withdraw this job announcement at any time prior to the awarding.

In accordance with Alabama Community College System policy and procedures, the applicant chosen for employment will be required to sign a consent form and to submit a nonrefundable fee of \$17.40 (additional charges may apply) for a criminal background check. Employment will be contingent upon the receipt of a clearance notification from the criminal background check. Marion Military Institute is an active participant in the Employment Eligibility Verification Program (E-verify). E-verify electronically confirms an employee's eligibility to work in the United States as required by the Department of Homeland Security.