



MARION MILITARY INSTITUTE

1101 Washington Street
Marion, Alabama
36756



POSITION: Guardhouse Assistant

SUMMARY: The Guardhouse Assistant will primarily support the Guardhouse staff with event planning and clerical work.

MINIMUM QUALIFICATIONS:

- Must be currently enrolled at Marion Military Institute
- Must have a minimum 2.0 cumulative GPA at time of hire and throughout duration of employment
- Must be able to clearly and professionally communicate via telephone and in-person

DESIRED QUALIFICATIONS:

- Working knowledge of Microsoft Applications (Word, Power Point, Excel).
- Attention to detail and accuracy.
- Enthusiasm for quick learning and efficiency.
- Ability to sort alphabetically.
- Ability to organize work to meet deadlines.
- Ability to follow routine verbal and written instructions.
- Ability to adhere to work rules, follow directions, use time effectively and work productively without close supervision.
- Experience in customer service.

ESSENTIAL DUTIES

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

- Assist with paperwork and file management: scanning, filing, and/or shredding old files.
- Support the Guardhouse staff with the planning and implementation of events and cadet activities, like Family Weekend.
- Direct visitors and take phone messages on busy days.
- Perform other duties and tasks as may be assigned by the Assistant Commandant for Operations & Administration.

SALARY: State Salary Schedule L; **\$10.00 per hour**, not to exceed 10 hours per week. This position is not eligible for any benefits above and beyond the hourly wage.

PROJECTED START DATE: ASAP

APPLICATION PROCEDURE:

A complete application package consists of:

1. [MMI employment application](#) (completed and signed)
2. Signed letter of interest

3. Current resume [Note: Resume should address how the applicant has fulfilled the qualifications, required and preferred (if applicable), listed on this job announcement].
4. Application forms are available from and should be returned to:
 - Marion Military Institute
 - Attn: Rebecca Watford
 - 1101 Washington Street
 - Marion, Alabama 36756
 - (334) 683-2318
 - rwatford@marionmilitary.edu
 - www.marionmilitary.edu

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.