



New Mexico Military Institute **President/Supintendent**



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POSITION DESCRIPTION

SUPERINTENDENT OF NEW MEXICO MILITARY INSTITUTE

About NMMI

New Mexico Military Institute (NMMI) NMMI is a State Educational Institution that includes a military high school and junior college. An IPA was created in the Fall of 2023 as a day school for 6-8 grade. Founded in 1891, NMMI operates under the auspices of the State of New Mexico, under a dedicated Board of Regents that reports to the Governor of New Mexico. Located in downtown Roswell, NMMI enrolls nearly 1,000 cadets at the junior college and high school levels each year. NMMI is the only state-supported military college located in the western United States and has many notable alumni who have served at senior levels in the military and private sector.

Academic school years at NMMI usually begin with nearly 1,000 cadets enrolled, with slight attrition occurring during the school year due to demanding academic and physical requirements. The school's two-year Army ROTC Early Commissioning Program (ECP) commissions approximately 30 cadets annually as U.S. Army second lieutenants, and almost 100 cadets each year go to one of the five United States Service Academies.

DUTY, HONOR, AND ACHIEVEMENT

NMMI's motto is "Duty, Honor, and Achievement". The Cadet Honor Code, which was unanimously voted into place by the Corps of Cadets in 1921, states, "A Cadet Will Not Lie, Cheat, or Steal, Nor Tolerate Those Who Do" and is administered by an honor board of cadets, advised by cadre and staff.

Vision and Mission of NMMI

VISION

New Mexico Military Institute is a globally recognized, secondary and post-secondary learning institution for young men and women that instills excellence in leadership, academics, and physical development within a structured environment empowering students to thrive in a dynamic world.

MISSION

To educate, train, and prepare young men and women to be leaders capable of critical thinking and sound analysis, leaders who possess uncompromising character, and leaders able to meet challenging physical demands.

NMMI VALUES

The overarching values that are inherent in the NMMI Vision and Mission shape the Institution, the faculty, staff, and, most significantly, its students. They represent an enduring commitment to duty, honor, and achievement.





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The Location

Roswell, New Mexico



Location:

- 200 mi. Southeast of Albuquerque, NM
- 201 mi. Northwest of Odessa, TX
- 117 mi. East of Alamogordo, NM
- **Website:** [Roswell, New Mexico](https://www.roswellnm.com/)

Population: 48,081 (2021)

Roswell Median Income: \$23,124 (Individual)
\$45,493 (Household)

Cost of Living Index: 71.2% (U.S. avg. = 100)

Public Education: 4 Middle Schools
2 High Schools

Private Education:

All Saints Catholic School, a pre-K through eighth-grade Catholic school, Gateway Christian School, a pre-K through high school parochial school, Immanuel Lutheran School, a Junior Kindergarten through 9th grade classical school, Saint Andrews Catholic School, a K-6 Catholic School

Overview: Roswell is the county seat of Chaves County and home to 48,081 people, as of 2021. Chaves County's population totals 66,257 with Roswell serving the needs of the majority of the county population. Roswell is centrally located in the Pecos Valley, nestled below the most southern outskirts of the Rocky Mountains, and serves as the hub of Southeastern New Mexico. Roswell's easy proximity to skiing, outdoor adventure, art and shopping make it appealing to many residents and businesses.

Higher Education: In addition to NMML, Roswell is home to [Eastern New Mexico University – Roswell](https://www.enmu.edu/).

Housing and Livability: A wide range of housing is available in Roswell, from budget friendly apartments and townhouses to family homes in all styles, to million-dollar estates. Roswell's housing market remains stable and extremely affordable.

The low cost of living, low property tax rates and terrific weather make Roswell a great place to call home.

Culture and Activities:

Roswell's tourism industry is based on aerospace engineering and ufology museums and businesses, as well as alien-themed and spacecraft-themed iconography. A yearly UFO festival has been held since 1995.

The Roswell Museum maintains an exhibit that includes a recreation of Goddard's rocket engine development workshop, as well as a planetarium and a collection of fine art. The Roswell Artist-in-Residence (RAIR) program has an associated museum, the [Anderson Museum of Contemporary Art](https://www.roswellmuseum.org/) which features more than 200 artists in the collection.



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The Role



The President/Superintendent of the Institute is its Chief Executive Officer and reports directly to the Board of Regents.

The President/Superintendent is responsible for implementing the policies adopted by the Board of Regents. The Board has delegated authority to the President/Superintendent to carry out his or her responsibilities to manage the School, as set forth generally in the Board's policy, and to adopt administrative policies and procedures consistent with Regents' policies.

The President/Superintendent may adopt new or revised administrative policies and

procedures on the President/Superintendent's own initiative or on the recommendation of faculty or administrative staff, without prior approval of the Regents, provided that any changes in administrative policies and procedures do not conflict with existing Regents' policy.

The President/Superintendent shall advise the Board of Regents of any such policies.

The President/Superintendent may further delegate his/her authority unless specifically prohibited from doing so by explicit statement in a policy adopted by the Regents.

MANAGEMENT CONTROL:

The President/Superintendent of the New Mexico Military Institute (NMMI) is charged with the responsibility for establishing a network of processes with the objective of controlling the operations of NMMI in a manner which provides the Board of Regent's reasonable assurance that:

- Data and information published either internally or externally is accurate, reliable, and timely.
- The actions of management and employees are in compliance with the organization's policies, standards, plans and procedures, and all relevant laws and regulations.
- The organization's resources (including its people, systems, data/information bases, and customer goodwill) are adequately protected.
- Resources are acquired economically and employed profitably; quality business processes and continuous improvement are emphasized.
- The organization's plans, programs, goals, and objectives are achieved.



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- Controlling is a function of management and is an integral part of the overall process of managing operations. As such, it is the responsibility of managers at all levels of the organization to identify and evaluate the exposures to loss which relate to their particular sphere of operations.
- Specify and establish policies, plans, and operating standards, procedures, systems, and other disciplines to be used to minimize, mitigate, and/or limit the risks associated with the exposures identified.
- Establish practical controlling processes that require and encourage management and employees to carry out their duties and responsibilities in a manner that achieves the five control objectives outlined in the preceding paragraph.
- Maintain the effectiveness of the controlling processes they have established and foster continuous improvement to these processes.
- The President/Superintendent will develop administrative policies and procedures to implement the policies of the Board of Regents.

IMPLEMENTATION:

The President/Superintendent shall appoint an administrative staff to assist in the performance of the functions and duties assigned by the Board to the President/Superintendent and may delegate authority as the President/Superintendent deems necessary to selected administrators, except as may be explicitly restricted by the Board of Regents. The President/Superintendent may adopt appropriate administrative policies and procedures to implement policies adopted by the Regents.

The President/Superintendent shall adopt a procedure for developing and adopting new or revised administrative policies and procedures. This procedure shall be designed to ensure participation and discussion by those members of the Institute community affected by the proposed administrative action. Administrative policies and procedures shall become effective on the date of adoption by the President/Superintendent, or as otherwise specified.

Reference

BOR Policy Manual, Section 9, Responsibility of the President / Superintendent of NMMI





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TASKS:

The President/Superintendent's responsibilities include, but are not limited to:

- Ensuring the health, safety, welfare, and discipline within the Corps of Cadets
- Oversight of the quality of the academic, physical and character development programs of the School; supervision of the relationship between cadets, faculty, staff, and the administration;
- Management of the School's finances; administration of personnel system and professional development of faculty and staff and operation and maintenance of real and personal property.
- Auxiliary enterprises, the self-supporting business activities that serve cadets;
- Consultation and cooperation with the Regents, Regents committees and other Institute groups on various Policies, including planning for the future development of the School;
- Representation of the Institute in public affairs, including appropriate State agencies and departments and with members of the N.M. Legislature.
- Accounting to the Board of Regents for the School's finances on a quarterly and annual basis;
- Coordinating with the NMMI Foundation in establishing a centralized system for fundraising, advancement, and development;
- Reporting annually to the Board of Regents on the state of the School;
- Presenting to the Board of Regents for approval the organizational structure of the School.

The Board of Regents policy specifies actions for which Regents' approval is required. However, it is virtually impossible to anticipate every situation in which it may be appropriate for the Regents to act. It is the responsibility of the President/Superintendent of the School, in consultation with the President of the Board, to seek Regents' approval when a proposed action is of such consequence that it could affect the fiscal condition of the Institute or its academic mission or is of such public importance as to warrant the involvement of the Regents even though Regents' approval is not specifically required by the BOR Policy Manual or any statute or other regulation.

KNOWLEDGE, SKILLS, AND OTHER CHARACTERISTICS:

- Possess the highest degree of personal and professional honor and integrity.
- Dedication to academic excellence.
- Will to lead NMMI without regard to personal gain or recognition.
- Demonstrated ability to lead and motivate people.
- Public presence, demeanor and communication abilities to represent NMMI in various forums.
- A strong interest in the development of young people in NMMI's mission areas: academics, leadership and physical development.
- The sensitivity and ability to effectively orchestrate diverse groups such as faculty, Cadet Corps, staff, alumni, minorities and members of the opposite sex; implicit, is the ability to meld these diverse groups into a cohesive unit.
- An appreciation of NMMI's unique history.
- Commitment to NMMI's honor code, and commitment to its maintenance as a major tenet of our education and disciplinary system.



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- Exhibits a deeply held appreciation of spiritual values and strong patriotism for the USA.
- A record of demonstrated ability and willingness to make decisions and take responsibility for them.
- High energy level/physical stamina to meet a demanding schedule.
- Ability to listen and understand other viewpoints.
- Is a team player and does not surround himself or herself with “yes men”.
- Competency in interpersonal relations and communications skills.
- Vision, including aptitude for adapting to changing conditions and opportunities, and to student and institutional needs.
- Willingness to participate in and foster good relationships w/local communities.

DESIRED QUALIFICATIONS:

- An earned Ph. D, Ed. D., or equivalent from an accredited institution.
- Other education should be in broad fields versus following one narrow discipline.
- Attendance at a military school.
- Experience in educational administration.
- Military service at high levels of command and staff.
- Proven track record of success in difficult and demanding positions.
- Experience in managing large budgets.
- Experience in fund raising and institutional development at local, state and national levels.

WORKING CONDITIONS:

This classification is in a standard office environment that has typical office functions. Both in and out-of-state travel may be expected. Often work is indoors but may require outdoor activities related to job responsibilities. Individuals must, in addition to knowledge, skills, and abilities, possess the necessary physical capacity to perform the essential functions of the job as defined in this document. The job may require considerable repetitive hand and wrist movement, bending, stooping, stretching, reaching, and the ability to lift 40 pounds.

SALARY

Will be negotiated with the NMMI Board of Regents.

BENEFITS

This position has full benefits through the State of New Mexico. More details can be provided upon request.

HOW TO APPLY

Interested applicants should submit their resume and cover letter to nmsearch@reffettassociates.com.



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About Our Organization

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