



MARION MILITARY INSTITUTE

1101 Washington Street, Marion, Alabama 36756

INTENT TO EMPLOY
Posting Date: January 17, 2012

POSITION: Military Hall of Honor/Assistant Director

MINIMUM QUALIFICATIONS:

- Retired Military, Officer, 0-3 or 0-4 or Enlisted, E-8 or E-9
- The applicant must have knowledge of United States and foreign military weapons, uniforms, and equipment;
- The applicant must be computer literate.

PREFERRED QUALIFICATIONS:

- Bachelor's Degree in appropriate discipline

ESSENTIAL DUTIES:

- Maintain financial records in coordination with the MMI Foundation including handling monies received and necessary payouts.
- Purchase necessary museum materials.
- Maintain inventory of all museum items & artifacts.
- Conduct tours as needed be able to answer questions regarding all items in the Museum.
- Keep accurate electronic records.
- Assume the duties of the Director when absent.

SALARY: Salary Schedule L (\$6,272.00/yearly)

PROJECTED START DATE: As soon as possible after the deadline

APPLICATION DEADLINE/PROCEDURE:

1. Complete application files must be received in the Human Resources Department by February 6, 2012 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)].
 - Letter(s) from current and/or former employers, verifying employment experience to meet minimum required qualifications. Letter(s) must include employment dates and job title and be on official letterhead with an authorized personnel signature.
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.
6. Application forms are available from and should be returned to:

Marion Military Institute
Human Resources
1101 Washington Street
Marion, Alabama 36756
(334)683.2363
www.marionmilitary.edu

NOTE: Failure to receive any item listed above, on or before the closing date, will result in disqualification from further consideration. Only items that are postmarked on or before the closing date can be accepted after the closing date.

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 use at (334) 683.2363.

MMI is an equal opportunity employer. It is the official policy of the Alabama Department of Postsecondary Education, including postsecondary institutions under the control of the State Board of Education, 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.