Presidential Application Process

New Mexico Junior College

I. Complete the On-line Presidential Application http://www.nmjc.edu/.
II. Submit a letter of application (letter not to exceed five pages).
III. Submit a current résumé.
IV. Submit unofficial transcripts for all degrees listed on résumé. Official transcripts are required prior to employment.
V. Provide six references with current addresses and phone numbers from each place of employment (from the last fifteen years) listed on your résumé and application. References should include relevant persons from employing organizations, institutions, work settings, and community.
VI. The NMJC Board values the following, and items 1-6 should be addressed within the submitted application materials: (1) administrative experience; (2) budgeting experience; (3) legislative experience; (4) community involvement; (5) Strategic / Master Planning successes and initiatives; and (6) successful leadership experience.

Send application to:
Bill Morrill
New Mexico Junior College
1 Thunderbird Circle
Hobbs, NM 88240

Approximate Presidential Search timeline

I. September 15 – December 1, 2011 – Applications accepted. Deadline for receipt of applications is 5 PM on December 1, 2011. The New Mexico Junior College Board reserves the right to extend the search deadline.
II. December 2 – January 15, 2012 – Presidential applications reviewed.
III. February – April, 2012 - Potential interviews completed and candidate selected
IV. Employment anticipated to begin July 1, 2012 (Negotiable).