EMPLOYMENT OPPORTUNITY
MISSISSIPPI DEPARTMENT OF EDUCATION
359 North West Street
P. O. Box 771
Jackson, Mississippi 39205-0771
(Hinds County)

POSITION ANNOUNCEMENT

PROJECTS OFFICER III, SPECIAL
OFFICE OF FEDERAL PROGRAMS

Starting Salary: $31,201.12

The Mississippi Department of Education is seeking a Project Officer III, Special for the Office of Federal Programs.

SPECIAL QUALIFICATIONS:
This position may require excellent written and oral communication skills, proficient with Microsoft Office, attentive to details, good organizational and interpersonal skills and experience working with federal grants programs.

EXPERIENCE/EDUCATIONAL REQUIREMENTS:
A Master's Degree from an accredited four-year college or university in a field related to the scientific, technological, or specialized functions of the employing agency; AND three (3) years of experience related to the above described duties, two (2) years of which must include line or functional supervision.

OR

A Bachelor's Degree from an accredited four-year college or university in a field related to the scientific, technological, or specialized functions of the employing agency; AND four (4) years of experience related to the above described duties, two (2) years of which must include line or functional supervision.

OR

Graduation from a standard four-year high school or equivalent (GED or High School Equivalency Diploma); AND eight (8) years of experience related to the above described duties, two (2) years of which must include line or functional supervision.

SUBSTITUTION STATEMENT:
Related education and related experience may be substituted on an equal basis, except there shall be no substitution for the two (2) years of line or functional supervision.

Applicants must apply online at www.mspb.ms.gov. (To inquire about this position, please contact Judy Nelson at jnelson@mdek12.org.)

The deadline for application submission is May 11, 2021. Applicants selected for an interview will be contacted by phone.

Mississippi Department of Education is an Equal Opportunity Employer)