ADMIN SUPPORT ASSISTANT IV
OFFICE OF CHILD NUTRITION
NON-STATE, TIME-LIMITED POSITION

Salary Range: $28,542.30 - $42,856.28
Salary will be negotiable and commensurate with experience.

RESPONSIBILITIES:
The Mississippi Department of Education (MDE) is seeking an Admin Support Assistant IV for the Office of Child Nutrition. This position will provide essential support for federal programs, including the National School Lunch Program, and School Breakfast program.

Responsibilities will include but are not limited to the following:
• phone management
• electronic and physical filing
• correspondence processing and handling

EXPERIENCE/EDUCATION REQUIREMENTS:
Typically requires High School Diploma or equivalent and 3-5 years of experience.