ADMINISTRATIVE SUPPORT ASSISTANT IV
OFFICE OF TEACHING AND LEADING
NON-STATE; TIME LIMITED

Salary Range: $28,543.00 - $42,856.00
Salary will be negotiable and commensurate with experience.

RESPONSIBILITIES:
The Mississippi Department of Education (MDE) is seeking to employ an Admin-Support Assistant IV for the Offices of Teaching and Leading & Accreditation. Additional responsibilities include but are not limited to the following:

SPECIAL QUALIFICATIONS:
This is advanced-level vocational work which involves performing a variety of complex administrative duties in developing and carrying out departmental programs. The work includes responsibility for analyzing administrative problems, and requires independent judgment in the interpretation, application and enforcement of statutes, rules, regulations, and policies.

- Perform a variety of clerical, printing, and mail related tasks for the Offices of Teaching and Leading and Accreditation.
- Maintain files and records to include Offices of Teaching and Leading and Accreditation inventory; and prepare requisitions for approval for payment.
- Assist with day-to-day operations and pre & post preparation and related activities for respective meetings of the Commission on Teacher and Administrator Education, Certification, and Licensure and Development (Licensure Commission) and the Commission on School Accreditation (Accreditation Commission).
- Serve daily in the role of receptionist for the in the Offices of Teaching and Leading and Accreditation.
- Consistently demonstrate excellent communication and interpersonal skills in multiple social and cultural contexts.
- Assist callers by providing accurate information related to MDE.
- Assist with developing and implementing day-to-day procedures that ensure continuous improvements in the quality of customer service rendered via MDE, as appropriate.
- Assist with providing training and technical assistance for public school districts, nonpublic schools, state agency schools, and SBE governed schools.
- Performs related, similar duties or other projects as required or assigned.

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

APPLY
• Visit Mississippi State Personnel Board to apply
• Deadline: July 31, 2023

BENEFITS
• mdek12.org/OHR/MDE-Employee-Benefits

INQUIRIES
• Dr. Cory Murphy
  cmurphy@mdek12.org
  601-359-3631