EDUCATION PROGRAM DEVELOPMENT SPECIALIST I
OFFICE OF CAREER AND TECHNICAL EDUCATION
STATE SERVICE

Salary Range: $33,600.00 - $50,450.00
Salary will be negotiable and commensurate with experience.

RESPONSIBILITIES:
The Mississippi Department of Education (MDE) is seeking an individual to serve in the position of Education Program Development Specialist I to support the State Career and Technical Education Director (CTE) in developing, managing, and executing State CTE programs and initiatives. Incumbents provide administrative support to the State CTE director by responding to phone calls, maintaining weekly schedules and travel of CTE staff, provide assistance and advice to the CTE director, members of the department, school administrators, other departments, and partnering agencies and institutions. The candidate will work independently and within a team and resolve administrative problems by coordinating preparation of reports, analyzing data, and finding solutions.

The candidate for this position should possess the following characteristics:
- Self-motivated
- Learns quickly
- Team-player
- Excellent communication and interpersonal skills.

SPECIAL QUALIFICATIONS:
- Extensive knowledge of Excel including formulas and linking of spreadsheets.
- Extensive knowledge of Adobe Acrobat including combining PDFs.
- Extensive knowledge of Microsoft Outlook including creating rules and managing other emails.
- Knowledge of the MDE Travel process.
- Knowledge of invoice payment.
- Strong writing and computing skills.

EXPERIENCE/EDUCATION REQUIREMENTS:
Typically requires a Bachelor’s Degree and 0-2 years of experience.

APPLY
- Visit Mississippi State Personnel Board to apply
- Deadline: September 15, 2023

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

INQUIRIES
- Brett Robinson
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