ADMINISTRATIVE SUPPORT ASSISTANT IV
OFFICE OF CAREER AND TECHNICAL EDUCATION
STATE SERVICE

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 an Administrative Support Assistant IV to support nine Career and Technical Student Organizations (CTSO). This person will provide administrative support to the CTSO office by responding to phone calls, perform basic bookkeeping activities in a timely manner, maintain and reorder supplies in the state’s MAGIC system, maintain weekly schedules of CTSO staff, maintain electronic and physical files, act as a liaison with other departments and outside agencies, including other staff, 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
- Innovative
- 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 High School Diploma or equivalent and 3-5 years of experience.

APPLY
• Visit Mississippi State Personnel Board to apply
• Deadline: May 16, 2024

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

INQUIRIES
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