



MISSISSIPPI  
DEPARTMENT OF  
EDUCATION

## CAREER OPPORTUNITY

### ADMINISTRATIVE SUPPORT ASSISTANT IV OFFICE OF SPECIAL EDUCATION NON-STATE; TIME LIMITED

**Salary Range: \$28,543.00 - \$42,856.00**

Salary will be negotiable and commensurate with experience.

#### RESPONSIBILITIES:

The Administrative Support Specialist is first level contact between the public and the Mississippi Department of Education (MDE), Office of Special Education (OSE). Duties include, but are not limited to, receiving, and directing incoming calls and written communication, making and tracking travel and internal meeting arrangements for MDE OSE leadership, maintaining files, inventory, and supplies, and other administrative tasks as assigned. This position requires a high level of interpersonal skills, excellent verbal and written communication skills, and the ability to keep and maintain a high level of confidentiality.

#### SPECIAL QUALIFICATIONS:

- Typically requires High School Diploma or equivalent and 3-5 years of experience.
- Excellent oral and written communication skills are required.
- Proficiency in various technologies is required (Microsoft Word, Excel, Email Functions, Virtual Meeting Platforms).

#### 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 28, 2024

#### BENEFITS

- [mdek12.org/OHR/MDE-Employee-Benefits](https://mdek12.org/OHR/MDE-Employee-Benefits)

#### INQUIRIES

- Jennifer Boykin  
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