



ADMINISTRATIVE SUPPORT ASSISTANT III OFFICE OF ELEMENTARY EDUCATION AND READING STATE SERVICE

Salary Range: \$26,186.00 - \$39,317.00

Salary will be negotiable and commensurate with experience.

RESPONSIBILITIES:

The Administrative Support Assistant III will be responsible for effectively performing clerical and administrative tasks for the Office of Elementary Education and Reading's Division of Literacy to increase the division's productivity. Responsibilities include:

- Managing information and files: Ensuring grants and other pertinent information is distributed to schools and districts.
- Storing and managing resources and files on OneDrive.
- Answering phone calls and scheduling meetings.
- Developing and maintaining records, contracts, and files in an organized manner.
- Collecting, verifying, and submitting literacy coach travel reimbursements to Accounting in a timely manner.
- Handling and monitoring multiple grant projects.

EXPERIENCE/EDUCATION REQUIREMENTS:

Typically requires High School Diploma or equivalent and 2-4 years of experience.

APPLY

- Visit [Mississippi State Personnel Board](#) to apply
- Deadline: May 8, 2024

BENEFITS

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

INQUIRIES

- Kristen Wells-Wynn
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