



## ADMINISTRATIVE SUPPORT ASSISTANT IV OFFICE OF CHILD NUTRITION NON-STATE; TIME LIMITED

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

Salary will be negotiable and commensurate with experience.

### RESPONSIBILITIES:

The Office of Child Nutrition is seeking a dedicated and detail-oriented individual to join our team as an administrative support assistant IV. The role involves providing essential support for federal programs, including the Child and Adult Care Food Program and the Summer Food Service Program. Responsibilities include but are not limited to phone call management, electronic and physical filing, and handling correspondence. We are looking for a professional who can maintain a high level of professionalism and effectively represent our agency.

### 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: February 25, 2025

#### BENEFITS

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

#### INQUIRIES

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