



MISSISSIPPI  
DEPARTMENT OF  
EDUCATION

## CAREER OPPORTUNITY

### 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 Administrative Support Assistant IV provides essential clerical and administrative support for the School Support Division within the Office of Child Nutrition. This role supports daily operations, document processing, and communication needs to ensure efficient program oversight and compliance with USDA Food and Nutrition Service (FNS) requirements.

#### PRIMARY RESPONSIBILITIES:

- Maintain and organize program files, reports, correspondence, and records in accordance with federal and state record retention policies.
- Prepare, proofread, and distribute internal and external communications, including memos, letters, emails, and reports.
- Support monitoring and administrative review processes by scheduling site visits, compiling documentation, and tracking submission deadlines.
- Enter and update data in internal systems, spreadsheets, and program databases.
- Greet visitors, respond to inquiries, and route communications to appropriate staff members.
- Assist with coordination of division meetings, trainings, and logistics, including preparing materials and securing venues.
- Process routine procurement and travel documentation in accordance with MDE policies.
- Provide general administrative support to program specialists and leadership, as needed.

#### SPECIAL QUALIFICATIONS:

- High school diploma or equivalent.
- At least three years of office or administrative experience.
- Proficiency in Microsoft Office Suite (Word, Excel, Outlook, PowerPoint).
- Strong attention to detail, organization, and time management skills.
- Prior experience in a state agency or federally funded program.
- Familiarity with USDA Child Nutrition Programs and related terminology.
- Knowledge of data entry, file management, and customer service best practices.
- This position is based in a professional office setting with standard work hours.

#### 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 12, 2025

#### BENEFITS

- [mdek12.org/humanresources/mde-employee-benefits/](https://mdek12.org/humanresources/mde-employee-benefits/)

#### INQUIRIES

- Gerardo Padilla  
[gpadilla@mdek12.org](mailto:gpadilla@mdek12.org)  
601-576-5000



MISSISSIPPI  
DEPARTMENT OF  
EDUCATION

359 North West Street | Jackson, MS | 39205-0771 | Hinds County | [mdek12.org](https://mdek12.org)  
Mississippi Department of Education is an Equal Opportunity Employer