



MISSISSIPPI  
DEPARTMENT OF  
EDUCATION

## CAREER OPPORTUNITY

### TRAINING SPECIALIST II

OFFICE OF CAREER AND TECHNICAL EDUCATION  
STATE SERVICE

**Salary Range: \$47,425.15 - \$71,208.87**

Salary will be negotiable and commensurate with experience.

**(In-House ONLY)**

Apply on MPSB website under Job Openings. In the upper left-hand corner click Menu and then click Promotional Jobs.

### RESPONSIBILITIES:

The Mississippi Department of Education (MDE) is seeking a Training Specialist II for the Office of Career and Technical Education (CTE) / Student Organizations.

### SPECIAL EXPERIENCE:

The candidate for this position must possess the following knowledge and skills:

- Experience with online conference registration, competitive events planning and possess organizational skills in putting together and conducting multiple conferences.
- Responsible for sending out Request for Quotes and creating conference packets for all CTSO events.
- Process incoming checks and outgoing disbursement requests.
- Maintain and reorders supplies in the state's MAGIC system.
- Maintain weekly schedules of CTSO Staff and travel authorizations and vouchers.
- Maintain electronic and physical files.
- Acts as a liaison with other departments and outside agencies.
- Work independently within a team and resolve administrative problems by coordinating preparation of reports, analyzing data, and finding solutions.
- 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.
- Assist the RESA State FFA Advisor with the FFA organization.

### EXPERIENCE/EDUCATION REQUIREMENTS:

Typically requires a Bachelor's Degree and 2-4 years of relevant experience.

#### APPLY



- Visit [Mississippi State Personnel Board](#) to apply
- Deadline: July 1, 2025

#### BENEFITS



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

#### INQUIRIES



- Shanta Washington  
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- 601-359-2371



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