



MISSISSIPPI  
DEPARTMENT OF  
EDUCATION

## CAREER OPPORTUNITY

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

**Salary Range: \$28,542.30 - \$42,856.28**

Salary will be negotiable and commensurate with experience.

#### RESPONSIBILITIES:

The Mississippi Department of Education is seeking to employ an Administrative Support Assistant IV in the Office of Child Nutrition's CACFP/SFSP Division. This is advanced-level vocational work which involves performing a variety of complex administrative duties in developing and carrying out the division's programs. The work includes responsibility for analyzing administrative problems, and requires independent judgment in the interpretation, application and enforcement of statutes, rules, regulations, and policies.

#### Examples of work include the following:

- Provides support to the Director of the CACFP/SFSP Division.
- Processes CACFP/SFSP applications, technical assistance reports, historical correspondence, Policy memorandums, and requests to attend training and routes to the correct location within the division or department.
- Uses technical writing ability and attention to detail for creating, editing, and maintaining documentation.
- Prepare forms, letters, memorandums, requisitions, and other items using Microsoft Word.
- Creates and maintains leave reports, weekly itineraries, coordinates the office calendar, and updates accordingly.
- Receives and distributes mail.
- Receives incoming telephone calls.
- Retrieves and updates information.
- Maintains a calendar of events and personal agendas.
- Use basic office equipment including a copy machine, computer, typewriter, fax machine and calculator in performing office supporting functions.
- Organizes, designs, and maintains the files, records, and inventory system.
- Reads and interprets related policies, regulations, statutes, and general project/program information.
- Organizes and schedules meetings.
- Coordinates project/program activities.
- Prepares and disseminates written and verbal information on projects/programs.
- Performs related, similar duties or other projects as required or assigned.

#### EXPERIENCE/EDUCATION REQUIREMENTS:

Typically requires a High School Diploma or equivalent and 3-5 years of experience.



## APPLY

- Visit [Mississippi State Personnel Board](#) to apply
- Deadline: August 18, 2025

## BENEFITS

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

## INQUIRIES

- Susie Evans-Gater  
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