



MISSISSIPPI
DEPARTMENT OF
EDUCATION

CAREER OPPORTUNITY

ADMINISTRATIVE SUPPORT ASSISTANT IV OFFICE OF SPECIAL EDUCATION NON-STATE; TIME LIMITED

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

Salary will be negotiable and commensurate with experience.

RESPONSIBILITIES:

The Administrative Support Assistant IV is first level contact between the public and the Mississippi Department of Education (MDE), Office of Special Education (OSE). Duties include but are not limited to providing support to the Education Scholarship Account (ESA) Program such as: receiving and directing incoming calls and written communication, review and edit the ESA distribution list quarterly, ensure allocated funds are distributed correctly each quarter, enter and maintain ESA data, maintain daily correspondence with parents, schools, and private facilities. The Administrative Support Assistant IV also provides technical assistance to parents, schools, and private facilities, serves as a first level reviewer for ESA applicants, ensures the ESA program is in compliance with state laws and regulations, utilizes a database to input applications, reimbursement requests, and payment disbursements, maintains application log for new applications, supports purchasing for the ESA program, and provides administrative support to the Fiscal Bureau Director. This position requires a high level of interpersonal skills, excellent verbal and written communication skills, and the ability to keep and maintain a high level of confidentiality.

SPECIAL QUALIFICATIONS:

Excellent oral and written communication skills are required. Proficiency in various technologies is required (Microsoft Word, Excel, Email Functions, Virtual Meeting Platforms).

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: September 15, 2025

BENEFITS

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

INQUIRIES

- Vanessa Virgil-Ruffin
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601-359-3498



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