



MISSISSIPPI
DEPARTMENT OF
EDUCATION

CAREER OPPORTUNITY

PROGRAM SPECIALIST III OFFICE OF GRANTS MANAGEMENT NON-STATE; TIME LIMITED

Salary Range: \$43,509.31 - \$65,329.24

Salary will be negotiable and commensurate with experience.

RESPONSIBILITIES:

The Mississippi Department of Education is seeking to employ a Program Specialist III in the Office of Grants Management. This position will have the responsibility of:

- Providing assistance to grants management for the Child Nutrition grant programs.
- Reconciling Grant Programs.
- Coordinating with program offices in support of the grant programs.
- Assisting with the Approval of Request for Funds.
- Financial and data reporting relating to USDA food nutrition service programs.

SPECIAL QUALIFICATIONS:

- Knowledge of laws and requirements of grants management.
- Experience with Managing federal or state budgets and budgetary reports.
- Experience with the statewide accounting system MAGIC - MS Accountability System for Government Information and Collaboration.
- Experience with the Food Programs Reporting System (FPRS).
- Experience with the Mississippi Application & Reimbursement System (MARS).

EXPERIENCE/EDUCATION REQUIREMENTS:

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

APPLY

- Visit [Mississippi State Personnel Board](#) to apply
- Deadline: October 8, 2025

BENEFITS

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

INQUIRIES

- Michael Gibbons
MGibbons@mdek12.org
601-359-3905



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359 North West Street | Jackson, MS | 39205-0771 | Hinds County | mdek12.org
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