



MISSISSIPPI  
DEPARTMENT OF  
EDUCATION

## CAREER OPPORTUNITY

### PROGRAM SPECIALIST IV OFFICE OF CAREER AND TECHNICAL EDUCATION STATE SERVICE

**Salary Range: \$51,693.41 - \$77,617.67**

Salary will be negotiable and commensurate with experience.

#### RESPONSIBILITIES:

The Mississippi Department of Education is seeking to employ a Program Specialist IV in the Office of Career & Technical. This position will serve as a Fiscal Specialist. Duties include but are not limited to preparing and managing invoices, requisitions, grant and contract payments, purchase orders, travel, and Financial Reports.

#### SPECIAL QUALIFICATIONS:

The preferred candidate should have:

- Excellent EXCEL skills.
- Experience working with the following menu options in MAGIC (budgets, cost centers, purchase orders, Shopping Cart, and Internal Orders).
- Knowledge of Procurement and MS Dept of Finance & Administration Policies.
- Good communication skills (verbal and written).
- Ability to organize and plan daily activities.
- Ability to meet deadlines.

#### EXPERIENCE/EDUCATION REQUIREMENTS:

Typically requires a Bachelor's degree and 4-7 years of experience.

#### APPLY



- Visit [Mississippi State Personnel Board](#) to apply
- Deadline: September 12, 2025

#### BENEFITS



- [mdek12.org/OHR/MDE-Employee-Benefits](https://mdek12.org/OHR/MDE-Employee-Benefits)

#### INQUIRIES



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