



MISSISSIPPI
DEPARTMENT OF
EDUCATION

CAREER OPPORTUNITY

ADMINISTRATIVE SUPPORT TEAM LEADER OFFICE OF ACCOUNTABILITY STATE SERVICE

Salary Range: \$36,624.00 - \$54,990.95

Salary will be negotiable and commensurate with experience.

RESPONSIBILITIES:

The Mississippi Department of Education is seeking to employ an Administrative Support Team Leader in the office of Accountability. The individual will provide administrative support to the Chief Accountability Officer. Experience with budgets, contracts, and the Administrative Procedures Act (APA) process is preferred.

SPECIFIC QUALIFICATIONS:

The position will require proficiency in MS Word and Adobe as well as excellent written and oral communication skills.

EXPERIENCE/EDUCATION REQUIREMENTS:

Typically requires High School Diploma or equivalent and 5-7 years of experience.

APPLY

- Visit [Mississippi State Personnel Board](#) to apply
- Deadline: November 14, 2025

BENEFITS

- mdek12.org/humanresources/mde-employee-benefits/

INQUIRIES

- Dr. Paula Vanderford
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601-359-1763



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