



CONTRACT CAREER OPPORTUNITY

OFFICE/TRAVEL ASSISTANT OFFICE OF EARLY CHILDHOOD EDUCATION

Salary Range: \$30.00 HOURLY RATE

Salary will be negotiable and commensurate with experience.

RESPONSIBILITIES:

The office/travel assistant will support the Office of Early Childhood by providing daily administrative support and travel assistance. The office/travel assistant will be responsible for answering phone calls, general office support, and processing travel reimbursements. The office/travel assistant must also effectively communicate with all stakeholders.

The preferred candidate must have:

- The ability to implement office procedural guidelines.
- Expertise in fiscal operations.
- The ability to follow accounting procedures for travel documentation.
- The ability to follow procedures and day-to-day operations and to meet strict deadlines.
- Exceptional writing and organization skills, including close attention to detail.
- Fluent and accurate skills for data entry in Excel/Word/PowerPoint (email, spreadsheets, and databases).
- The ability to take direction, advice, and feedback from leadership in a professional manner.
- The ability to build rapport and team morale.
- The ability to effectively and accurately communicate with stakeholders.

SPECIAL QUALIFICATION REQUIREMENTS:

The preferred candidate must hold the following credentials:

- Associates degree
- Two (2) years of experience in office support.

APPLICATION PROCESS:

Applications must be submitted by email to HRContractApps@mdek12.org. Please include in the subject line of the email, "Office/Travel Assistant" The following documents must be submitted:

- A completed [MDE Application Form](#)
- Three (3) Professional References

The deadline for applicants to apply is December 3, 2025.

INQUIRIES

- Dr. Jill Dent
JDent@mdek12.org
601-359-2932