



## CAREER OPPORTUNITY

### **ADMINISTRATIVE SUPPORT SPECIALIST** OFFICE OF TECHNOLOGY AND STRATEGIC SERVICES (OTSS) NON-STATE; TIME LIMITED

**Salary Range: \$33,600.00 – \$50,450.41**

Salary will be negotiable and commensurate with experience.

#### **RESPONSIBILITIES:**

The MS Department of Education is seeking an Administrative Support Specialist for the Office of Technology and Strategic Services. This position will serve as the Executive Assistant to the Chief Information Officer.

#### **Responsibilities will include, but not limited to:**

- Serve as the primary administrative support to the Chief of Technology and Strategic Services.
- Own the Chief's calendar end-to-end: scheduling, prioritizing, deconflicting, buffering focus time, and preparing the Chief for meetings with agendas, pre-reads, and key context.
- Manage correspondence and email triage for the Chief: monitor inbox, draft routine responses, route items to appropriate staff, track deadlines, and ensure follow-through.
- Coordinate meetings and events: schedule attendees, reserve rooms/virtual links, distribute materials, capture action items, and monitor completion.
- Communicate and distribute the Chief's directives to internal stakeholders, ensuring timely delivery and documenting decisions when needed.
- Arrange travel (in-state/out-of-state) including conference registration, lodging, transportation, itineraries, and required approvals.
- Prepare and process travel reimbursement documentation and supporting receipts in accordance with state policy.
- Maintain organized records and filing for executive correspondence, approvals, travel documentation, and recurring administrative actions.
- Provide routine administrative processing support to the Director of Business Operations.

#### **SPECIFIC QUALIFICATIONS:**

- Demonstrated experience providing support to executive-level leadership.
- Strong organizational and prioritization skills with proven ability to manage multiple workflows concurrently and accurately.
- Strong multi-tasking abilities with accuracy and attention to detail.
- Demonstrated ability to work independently, anticipate needs, and "run the system" without constant direction.
- Excellent written and verbal communication skills; ability to draft professional correspondence.
- Strong attention to detail, follow-through, and documentation habits.
- High discretion and ability to maintain strict confidentiality.
- Proficiency with Microsoft Office (Outlook, Word, Excel, PowerPoint) and comfort learning agency systems and workflows.

**EXPERIENCE/EDUCATION REQUIREMENTS:**

Typically requires a Bachelor’s Degree; or High School Diploma or equivalent and 4-6 years of experience.

**APPLY**

- Visit [Mississippi State Personnel Board](#) to apply
- Deadline: March 6, 2026

**BENEFITS**

- [mdek12.org/humanresources/mde-employee-benefits/](http://mdek12.org/humanresources/mde-employee-benefits/)

**INQUIRIES**

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