



MISSISSIPPI
DEPARTMENT OF
EDUCATION

CAREER OPPORTUNITY

PROGRAM AUDITOR II

OFFICE OF CAREER AND TECHNICAL EDUCATION
STATE SERVICE

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

Salary will be negotiable and commensurate with experience.

RESPONSIBILITIES:

The Mississippi Department of Education (MDE) is seeking a Program Auditor II for the Office of Career & Technical Education. Incumbent performs professional work related to program reviews and management.

Responsibilities include but are not limited to:

- Serving as administrator for the CTE Office Grant System.
- Developing funding applications.
- Preparing funding announcements, allocations, and documents.
- Reviewing applications.
- Reviewing, approving, and managing grant budgets.
- Reviewing, approving, and managing grant payments.
- Managing equipment information.
- Serving on Grant and Contract Evaluation Teams.
- Preparing reports.
- Providing Technical Assistance.
- Planning and conducting training.

SPECIAL EXPERIENCE:

Excellent oral and writing communication skills, excellent Excel skills, excellent organizational and customer service skills, and proficiency with Microsoft Office products.

EXPERIENCE/EDUCATION REQUIREMENTS:

Typically requires a Bachelor's degree and 1-4 years of experience.

APPLY

- Visit [Mississippi State Personnel Board](#) to apply
- Deadline: February 18, 2026

BENEFITS

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

INQUIRIES

- Rozelia Harris
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601-359-3974



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