



MISSISSIPPI
DEPARTMENT OF
EDUCATION

CAREER OPPORTUNITY

PROGRAM SPECIALIST TEAM LEADER

GRANTS MANAGEMENT
NON-STATE; TIME LIMITED

Salary Range: \$56,345.82 - \$84,603.26

Salary will be negotiable and commensurate with experience.

(In-House ONLY)

Apply on MPSB website under Job Openings. In the upper left-hand corner click Menu and then click Promotional Jobs.

RESPONSIBILITIES:

This position will have the responsibility of:

- Providing assistance to grants management ESEA federal and grant programs.
- Reconciling Grant Programs.
- Assisting with Single Audit Resolutions.
- Reviewing fiscal requirements of various federal grant programs.
- Coordinating with program offices in support of the grant programs.
- Assisting with the approval of Request for Funds.
- Provide guidance and oversight to program staff responsible for ESEA federal grant programs.
- Coordinate and monitor grant management activities to ensure compliance with fiscal and requirements.
- Serve as a liaison between program office and fiscal management to maintain consistent implementation of agency-wide processes.
- Support training, technical assistance, and process improvement initiatives related to grant operations.

SPECIAL EXPERIENCE:

- Knowledge of laws and requirements of grants management.
- Experience with Managing federal or State budgets and budgetary reports.
- Experience with the statewide accounting system MAGIC - MS Accountability System for Government Information and Collaboration.

EXPERIENCE/EDUCATION REQUIREMENTS:

Typically requires a Bachelor's degree and 5-7 years of experience.

APPLY



- Visit Mississippi State Personnel Board to apply
- Deadline: February 9, 2026

BENEFITS



- mdek12.org/OHR/MDE-Employee-Benefits

INQUIRIES



- Elisha Campbell
ECampbell@mdek12.org
- 601-359-3905



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