



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.

(In-House ONLY)

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

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.

SPECIAL EXPERIENCE:

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: May 6, 2026

BENEFITS



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

INQUIRIES



- Dr. Paula Vanderford
PAVanderford@mdek12.org
- 601-359-1763



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