

PLEASE POST

JANUARY 2018

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**ANNOUNCEMENT OF VACANCY
ADMINISTRATIVE ASSISTANT**

The Mississippi School for Mathematics and Science is accepting applications for the position of Administrative Assistant for the Office of Academic Affairs. This person will work under the supervision of the Director for Academic Affairs. The primary responsibilities include managing office and outreach activities, maintaining proper records and procedures, and handling attendance. In addition, this person supports the Director for Academic Affairs in a way that allows the Director to operate efficiently.

The Mississippi School for Mathematics and Science is a public, residential high school for academically gifted and talented eleventh and twelfth grade students located on the campus of the Mississippi University for Women in Columbus, Mississippi. For more information about MSMS, please visit <http://www.themsms.org>.

RESPONSIBILITIES

- Manage details of outreach activities
- Manage student and academic staff attendance
- Maintain accurate records on department budget
- Ensure proper completion and submission of all forms (travel, purchasing, inventory, etc.)
- Maintain adequate amount of supplies
- Maintain textbook inventory
- Edit handbooks
- Type and maintain minutes for Academic Affairs
- Assist with data management

DESIRED SKILLS/CHARACTERISTICS

- Excellent interpersonal skills
- Exceptional communication skills (oral and written)
- Superb team member
- Outstanding computer skills (i.e. experience working with databases, Microsoft Office, etc.)
- Organized; detail-oriented
- Self-Motivated

MINIMUM REQUIREMENTS

1. Associate's degree in related area; related experience of 4 to 6 years may satisfy the degree requirement, depending on the type of work.
2. 3 years' experience

POSITION DETAILS

1. Beginning salary: \$28,000-30,000
2. 12-month position
3. Mississippi state insurance and retirement benefits

Applications will be reviewed as received. We will continue accepting applications until the position is filled with a qualified applicant. The person hired will start as soon as possible after accepting the position. All applications will be acknowledged but only selected candidates will be interviewed. Application materials are available for download from <http://www.themsms.org> (Click on the "About" Button and then on "Employment") or by contacting:

Amber Lynn Moore, Senior Executive Assistant
Mississippi School for Mathematics and Science
1100 College Street, MUW-1627
Columbus, MS 39701
amoore@themsms.org
(662) 329-7674

THE MISSISSIPPI SCHOOL FOR MATHEMATICS AND SCIENCE IS AN EQUAL OPPORTUNITY EMPLOYER.

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