



PLEASE POST

NOVEMBER, 2021

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**ANNOUNCEMENT OF VACANCY
SENIOR EXECUTIVE ASSISTANT**

The Mississippi School for Mathematics and Science (MSMS) is accepting applications for the position of Senior Executive Assistant. The Senior Executive Assistant works under the supervision of the Executive Director and is located in the Executive Director's Office. This person will manage the day-to-day business functions of MSMS and serve as a member of the Executive Leadership Team.

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>.

PRIMARY RESPONSIBILITIES

- Assist with the development and management of annual operating budgets
- Manage procurement process
- Manage travel reimbursement process
- Serve as primary liaison with MUW personnel, purchasing, and accounting offices
- Maintain personnel records, including attendance and leave
- Maintain Executive Director's calendar
- Direct correspondence with external constituents on behalf of the Executive Director
- Other related responsibilities

DESIRED SKILLS/CHARACTERISTICS

- Bookkeeping experience
- Self-motivated
- Extremely organized
- Excellent interpersonal skills
- Exceptional communication skills (oral and written)
- Superb team member
- Outstanding technology skills (i.e. experience working with Quickbooks, Microsoft Office, etc.)

MINIMUM REQUIREMENTS

1. Bachelor's degree in related area; related experience of 8 to 10 years may satisfy the degree requirement, depending on the type of work.

POSITION DETAILS

1. Beginning salary: \$40,000 to \$45,000 depending on qualifications.
2. 12-month position
3. Mississippi state insurance and retirement benefits

Application review will begin immediately, but applications will be accepted until the position is filled. The expected start date is January 7, 2022 or before. All applications will be acknowledged but only selected candidates will be interviewed. Application materials are available for download from <http://www.themsms.org> or by contacting:

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

An Opportunity for Excellence