



PLEASE POST

DECEMBER, 2021

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**ANNOUNCEMENT OF VACANCY
EXECUTIVE ASSISTANT**

The Mississippi School for Mathematics and Science (MSMS) is accepting applications for the position of Executive Assistant. The Executive Assistant works under the supervision of the Executive Director and is located in the Executive Director's Office. The primary responsibilities include managing data and reports, assisting with outreach, and coordinating and scheduling activities at the central office level. This person works collaboratively with the Senior Executive Assistant to carry out the daily activities of the Executive Director's Office.

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

- Assist with data collection and the completion of annual reports
- Assist with coordinating and scheduling outreach activities
- Oversee employee recruitment process
- Take minutes of executive meetings
- Direct correspondence with external constituents on behalf of the Executive Director
- Assist with Maintaining Financial Records
- Assist with personnel, travel, and procurement procedures

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
- Self-Motivated

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: \$35,000 to \$37,000 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. No official start date is identified. All applications will be acknowledged but only selected candidates will be interviewed. To apply, submit a cover letter and resume to amoore@themsms.org.

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

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