

**ANNOUNCEMENT OF VACANCY
COUNSELING ADMINISTRATIVE ASSISTANT AND RECORDS MANAGER**

The Mississippi School for Mathematics and Science is accepting applications for the position of Counseling Administrative Assistant and Registrar. This person will work under the supervision of the Director for Academic Affairs and will be located in the Hooper Science Building. This person will work collaboratively with the Counselors to carry out the daily activities of the Counseling 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

- Provide secretarial services to Academic Director and Counselors
- Organize and maintain student files and electronic databases
- Respond to requests for references and records associated with college admissions, scholarship applications and special academic programs
- Organize and maintain Student Concerns and Academic/Review Committee notes
- Assist with all aspects of Student scheduling
- Maintain up to date student data in The Mississippi Student Information System

DESIRED SKILLS/CHARACTERISTICS

- Excellent interpersonal skills
- Exceptional communication skills (oral and written)
- Self-Motivated Team Member
- Outstanding computer skills (i.e., experience working with databases, Microsoft Office, etc.)
- Organized
- Power School Experience

MINIMUM REQUIREMENTS

Bachelor's degree or related experience; knowledge of Mississippi Student Information System and Power School; record keeping experience; strong written and oral communication; strong technology skills

POSITION DETAILS

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

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. 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