

THE MISSISSIPPI SCHOOL FOR MATHEMATICS & SCIENCE

1100 COLLEGE STREET MUW-1627 COLUMBUS, MISSISSIPPI 39701 Main Office (662) 329-7670



ANNOUNCEMENT OF VACANCY - MAY 24, 2024 ADMINISTRATIVE ASSISTANT TO THE EXECUTIVE AND OPERATIONS OFFICES

The Mississippi School for Mathematics and Science is accepting applications for the position of Executive Assistant. This person will work under the supervision of the Executive Director and will be in the Executive Director's Office at Mary Wilson. The primary responsibilities include coordinating and scheduling activities at the central office level. This person will work collaboratively with the Business Manager and the Director of Operations to carry out the daily activities of the Executive and Operations Offices in Mary Wilson.

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

RESPONSIBILITIES

- Schedule meetings for the Executive Director & Director of Operations.
- Take minutes of all executive staff meetings
- Direct correspondence with external constituents for the Executive Director/Director of Operations
- Schedule Advisory Board meetings
- Assist with Maintaining Financial Records
- Assist with personnel, travel, procurement procedures, work orders, invoices for payment
- Oversee employee recruitment process
- Maintain Policies and Procedures Manual and make recommendations for efficiency
- Other duties as assigned

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. Associate degree in related area; related experience of 8 to 10 years may satisfy the degree requirement, depending on the type of work.
2. Excellent written and oral communication skills
3. Strong human relations skills

TERMS OF EMPLOYMENT

1. The salary range is \$32,000 - \$36,000 based on qualifications and experience.
2. The position is contracted for twelve (12) months.
3. Mississippi state insurance and retirement benefits.
4. The reporting date will be on or before **June 14, 2024**.

To start the application process, a candidate should submit a resume with references included and a cover letter to business@themsms.org. All applicants will be acknowledged but only selected candidates will be invited for an interview. **Review of application materials will begin on May 31, 2024.** The position will remain open until filled.

For more information, visit <https://themsms.org/about/employment-opportunities> or contact:

Office of the Executive Director
Mississippi School for Mathematics and Science
1100 College Street, MUW-1627
Columbus, MS 39701
business@themsms.org
(662) 329-7674

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

An Opportunity for Excellence