



ANNOUNCEMENT OF VACANCY – SEPTEMBER 12, 2024
COORDINATOR OF STUDENT ACTIVITIES

The Mississippi School for Mathematics and Science (MSMS) is seeking applications for the position of Coordinator of Student Activities. Reporting to the Director for Student Affairs, the Coordinator will be responsible for planning, facilitating, and implementing a comprehensive student development program. This program will include a variety of activities designed to support the overall wellness of MSMS students, addressing their emotional, social, physical, educational, and developmental needs while promoting the school's core ideals of Scholarship, Creativity, Community, and Service. The coordinator will also assist with the coordination of the athletic program.

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 in Columbus, Mississippi. For more information about MSMS, please visit <http://www.themsms.org>.

RESPONSIBILITIES

I. Coordinate Student Activities

- a. Develop and maintain an annual activities calendar in collaboration with Student Affairs staff
- b. Plan and implement holistic programming, including recreational and social activities, to support the overall development of the student population
- c. Transport students to various activities
- d. Ensure proper supervision of all activities sponsored by Student Affairs

II. Additional Responsibilities

- a. Monitor activities governed by the Mississippi High School Activities Association (MHSAA)
- b. Coordinate intramural activities and events with sister schools (e.g., SLAMMT or other tournaments)
- c. Prepare and manage all paperwork related to travel for competitions
- d. Assist with scheduling of competitions
- e. Order and maintain uniforms and equipment
- f. Ensure all necessary items and supplies are prepared for each competition
- g. Transport teams to competitions and serve as chaperone during these events

III. Additional Responsibilities

- a. Compile and submit written and oral reports as required
- b. Attend professional meetings related to position responsibilities
- c. Exhibit a positive attitude



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Columbus, MS 39701

MAIN OFFICE (662) 329 - 7670
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- d. Demonstrate effective personal and interpersonal communication skills
- e. Perform other duties as assigned

Minimum Requirements

- A. High School diploma or equivalent
- B. Valid Class B Driver's License with **P**assenger and **S**chool Bus endorsements
- C. Valid Mississippi School Bus Driver Certificate issued by the Mississippi Department of Education Division of Pupil Transportation
- D. Medical certification confirming that the driver is physically qualified to perform the work of a school bus driver
- E. Successful completion of pre-employment drug and alcohol test
- F. Certification in First Aid and CPR for all age groups transported.
- G. Clear criminal background check and child abuse registry check

PREFERRED QUALIFICATIONS

- 1. Experience in programming and event management
- 2. Understanding of student development principles

TERMS OF EMPLOYMENT

- 1. The salary range is \$21,525 to \$26,772 based on qualifications and experience.
- 2. Ten (10) month contract position.
- 3. Mississippi state insurance and retirement benefits.
- 4. Position start date on or before **January 1, 2025**.

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. **Screening of application materials will begin on September 20, 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
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THE MISSISSIPPI SCHOOL FOR MATHEMATICS AND SCIENCE IS AN EQUAL OPPORTUNITY EMPLOYER.



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