



Administrative Assistant – Academic Affairs

The Mississippi School for Mathematics and Science, one of the top high schools in America, 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.

The Administrative Assistant for the Office of Academic Affairs will work under the supervision of the Director for Academic Affairs. The primary responsibilities include managing office activities, maintaining proper records and procedures, managing attendance, and communicating with parents. In addition, this person supports the Director for Academic Affairs in a way that allows the Director to operate efficiently.

RESPONSIBILITIES

- Maintaining attendance records, office supplies, textbook inventory, minutes for meetings, and the school calendar, as well as updating academic discipline in PowerSchool
- Ensuring proper completion and submission of forms (travel, purchasing)
- Organizing outreach events
- Performing other related duties

MINIMUM REQUIREMENTS

- Associate's degree **OR** 4-6 years of prior work experience in office administration.
- Valid driver's license
- Working knowledge of MS Office (Word, Excel, Access, and PowerPoint) and Adobe Acrobat Pro required
- Successful completion of pre-employment drug and alcohol test
- Clear criminal background check and child abuse registry check
- Preferred – Experience in PowerSchool

POSITION DETAILS

1. Starting Salary: \$31,000 - \$35,000, depending on qualifications
2. The position is contracted for 12 months and includes Mississippi state insurance and retirement benefits
3. The starting date will be on or before July 1, 2025

Applications will be accepted until the position is filled. All applications will be acknowledged but only selected candidates will be interviewed. Application review will begin **June 18, 2025**.

To apply for this position, submit a completed application, cover letter, and resume to hr@themsms.org.

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