



Human Resources Coordinator

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 HR coordinator is responsible for the confidential administrative and clerical functions of MSMS, performing such tasks as maintaining personnel records, corresponding with applicants and employees, creating and updating employee handbooks, developing employee orientation programs, and assisting with payroll.

RESPONSIBILITIES

- Manage hard and digital copies of employee records
- Assist with the recruitment process of candidates
- Manage the administrative process for interviews, meetings, HR events, and campaigns
- Conduct training sessions and seminars
- Update records of new and existing staff
- Collaboration with the MUW human resource team
- Assist with internal and external human resource inquiries from employees
- Assist with employee performance reviews
- Track the hiring status of candidates using the company's human resource information system (HRIS)
- Conduct background checks on new employees
- Other duties as assigned

MINIMUM REQUIREMENTS

- Associate degree **OR** 4-6 years of prior work experience in human resources
- 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

POSITION DETAILS

1. Starting Salary: \$40,000 - \$45,000, depending on qualifications
2. The position is contracted for 12 months
3. Includes Mississippi State Insurance and retirement benefits
4. 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.

An Opportunity for Excellence