



## **Operations Support Technician**

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 Operations Support Technician supports custodial services, facility maintenance, and basic IT functions to ensure that the campus remains clean, safe, and technologically equipped for both academic and residential life.

### **RESPONSIBILITIES**

#### **Facility and Custodial Support**

- Assist with general cleaning and upkeep of classrooms, offices, dormitories, and common areas
- Set up and break down furniture and equipment for campus events and activities
- Monitor and replenish custodial supplies and assist with deliveries and storage

#### **Maintenance & Custodial Support**

- Perform basic maintenance tasks including light plumbing, electrical, carpentry, and painting under supervision
- Report building and equipment issues promptly and assist with repairs and preventive maintenance activities
- Support seasonal groundskeeping tasks (e.g., leaf blowing, snow/ice removal, pressure washing)

#### **Technology and IT Support**

- Provide first-level technical support for classroom and office equipment (e.g., computers, projectors, printers)
- Assist the IT department with installing, configuring, and moving hardware and peripherals
- Support cable management, equipment tracking, and basic troubleshooting tasks

### **MINIMUM REQUIREMENTS**

- High School diploma or equivalent; some roles may prefer additional certifications
- 2-5 years of custodial experience
- Ability to lift 50 pounds, stand for long periods, bend, and perform repetitive tasks; comfortable working in varied conditions (e.g., indoor/outdoor, exposure to chemicals)
- Reliable, organized, and able to manage multiple priorities; may require flexible hours, including evenings, weekends, or on-call shifts
- Successful completion of pre-employment drug and alcohol test
- Clear criminal background check and child abuse registry check

### **POSITION DETAILS**

1. Starting Salary: \$28,000 – \$30,000, 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](mailto:hr@themsms.org).

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

*An Opportunity for Excellence*