



MISSISSIPPI STATE DEPARTMENT OF HEALTH

**Mississippi Center for Rural Health and Population Studies
Administrative Support Specialist
Contract Position**

Salary Range: \$33,600.00 - \$57,330.00

The Mississippi Center for Rural Health and Population Studies is seeking a candidate for an Administrative Support Specialist position. This position is a professional-level administrative support position and is accountable for various support services and providing administrative and programmatic support to the Mississippi Center for Rural Health and Population Studies and staff. This position serves as the primary liaison for key advisory committees, boards, and strategic projects while handling day-to-day administrative tasks. Responsibilities include, but are not limited to:

- Serves as the primary point of contact for executive-level inquiries;
- Organizing and facilitating advisory councils, boards, and committee meetings;
- Prepare meeting minutes and summaries of meetings ensuring that key decisions and action items are documented and communicated to relevant parties;
- Draft reports and deliverables for projects and provide regular reports to leadership, highlighting progress and challenges;
- Coordinate communication between committee members, leadership, and program staff to ensure that project updates and recommendations are clearly conveyed;
- Manage multiple executive calendars and coordinating logistics for high-level meeting, conference calls, and events;
- General accounting experience for invoice processing and expenditure tracking;
- Maintain both physical and digital records related to projects, executive communications, property, and finances;
- Responsible for data entry of requisitions for payment of programmatic expenses; and
- Assist with travel expenses and reporting, inventory tracking, equipment maintenance, and vendor management.

Qualifications: Requires a Bachelor's Degree; or High School Diploma or equivalent and 4-6 years of experience.

Schedule: 40 hours/week from 8:00 am- 5:00 pm (Monday-Friday)

How to Apply: Interested applicants should submit: 1.) Cover letter indicating the location(s) for which he/she is applying; 2.) State of Mississippi Employment Application and/or résumé to mscenterrhps@msdh.ms.gov.