



## MISSISSIPPI STATE DEPARTMENT OF HEALTH

---

### **4 Contact Positions Available: Admin Support Specialist**

The MSDH STD/HIV office seeks four (4) Admin Support Specialists IV for the Mississippi Ryan White Part B program. Since its onset in the early 1980s, the HIV epidemic has significantly affected the United States. However, thanks to advances in science and antiretroviral therapy, HIV has become a manageable condition, allowing people diagnosed with HIV to live a nearly expected lifespan. The Ryan White Part B Program provides an array of core medical services.

The Admin Support Specialist IV position provides a full range of on-site and remote end-user support, primarily in an office automation and operating systems environment. This includes support for complex communication devices. The specialist provides technical support to clients by identifying, analyzing, and resolving client issues. Based on the nature of issues resolved, the specialist analyzes problem trends and provides input on proactively addressing and resolving these problems to the best possible extent.

Typically Requires a bachelor's degree and 2+ years of experience

Estimated pay range: \$15-18 hourly, depending on experience

Interested candidates should submit a resume to [x.carmen.osborne@msdh.ms.gov](mailto:x.carmen.osborne@msdh.ms.gov)

*The Mississippi State Department of Health is a equal-opportunity employer.*