



## MISSISSIPPI STATE DEPARTMENT OF HEALTH

The Mississippi State Department of Health has established a new Office of Workforce Development and is seeking an Administrative Support Specialist. Professional-level Administrative Support incumbents at this level are accountable for a variety of support service functions such as personnel support; general accounting; maintenance of files and records; and approval of requisitions for payment of operating expenses. Assists administrative support supervisors in the administration of agency programs and operations in the coordination of communications internally and externally, and in representing the agency to the public. The employee performs work exercising a high degree of confidentiality essential in the execution of assigned duties. The work involves frequent contact with various public and private groups and officials for the purpose of exchanging non-routine information as well as for interpreting rules and regulations. Independent decision-making is exercised in all facets of this work, including the dissemination of confidential information.

- Typically requires a bachelor's degree; or High School Diploma or equivalent and 4-6 years of experience.

### **Required Skills/Abilities:**

- Excellent verbal and written communication skills and be able to effectively interact with agency staff, and other outside contacts.
- Ability to coordinate and maintain relationships with cross-functional departments to ensure efficient operations.
- Strong people skills.
- Possesses a strong customer-service mentality and attitude.
- Ability to work in a fast-paced, collaborative, team-based environment.
- Excellent oral, written, computer, problem-solving, critical thinking skills.
- Advanced computer skills with Microsoft Office Suite and related program software.

### **Duties/Responsibilities:**

- Assists Workforce Development staff in preparation for Recruiting, Onboarding, Orientation, Professional Development, Training, Finance, and all other functions within the office.
- Process paperwork channeled through Office of Workforce Development for accuracy and signatures.
- Creates/prepares correspondence, reports, graphs, spreadsheets, and database in MS Office: Word, Excel, PowerPoint, Access, and Outlook

- Organizes and prepares for meetings and events hosted by the Office of Workforce Development.
- Assists students and staff who contact the office for information, meeting appointments, etc.
- Receives and reviews for accuracy routine paperwork for Office of Workforce Development approval and routes to appropriate parties/offices.
- Maintains and develops electronic files.
- Answer the phones.
- Makes travel arrangements as needed for conferences, job fairs, student career fairs, and meetings.
- Prepares meeting materials for Office of Workforce Development meetings.
- Represents the Office of Academic Affairs in a professional manner to all constituencies.
- Maintains Office of Workforce Development Calendar in collaboration with Communications.

**Indicators for success for this position:**

- Successful employees will need to have good organization skills and attention to detail, be able to prioritize work to meet deadlines, have a commitment to ensuring compliance to regulations and policies/procedures, have excellent written and verbal communication skills, strong presentation skills, be an effective team player, and have knowledge of advanced computer skills with Microsoft Office Suite and related program software.

**Starting Salary: \$33,600.00**

**Location: Hinds County**

**How to apply:** Interested applicants should submit: 1.) Cover letter indicating the title and location (s) for the area in which he/she is applying; 2.) State of Mississippi Employment Application ([https://msdh.ms.gov/msdhsite/files/MS\\_Job\\_Application.pdf](https://msdh.ms.gov/msdhsite/files/MS_Job_Application.pdf)) and résumé to:

Mississippi State Department of Health  
 Office of Human Resources  
 Attn: Workforce Development  
 P.O. Box 1700  
 Jackson, MS 39215