



MISSISSIPPI STATE DEPARTMENT OF HEALTH

The Mississippi State Department of Health has established a new Office of Workforce Development and is seeking an Academic Affairs Coordinator (Program Specialist III) to provide direct support to the Academic Affairs Officer. This position is mid-level Program Management and Support professional position accountable for directing, analyzing, and supervising the processes and activities of a more complex agency program. Employees are responsible for managing multiple issues with a capacity to prioritize responsibilities and manage deadlines. Strong interpersonal and organizational skills required. Proactive and independent approach to work; team player with a strong sense of ownership needed. Demonstrated ability to focus on details with accuracy. Ability to take direction and work independently. Employees at this level typically have specialized technical skills and exercise a higher degree of decision making and independence.

- Typically requires a bachelor's degree and 2-4 years of experience.

Required Skills/Abilities:

- Excellent verbal and written communication skills and be able to effectively interact with administration, faculty, staff, and other outside contacts.
- Ability to coordinate and maintain relationships with cross-functional departments to ensure efficient operations.
- Strong presentation 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:

- Process paperwork channeled through Office of Academic Affairs for accuracy and signatures.
- Maintains preceptor credentials to include internship information, projects assigned, etc.
- 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 Academic Affairs
- Assists students and staff who contact the office for information, meeting appointments, etc.
- Receives and reviews for accuracy routine paperwork for Office of Academic Affairs approval and routes to appropriate parties/offices.
- Maintains Academic Affairs website.
- 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 Academic Affairs meetings and takes minutes and transcribes meeting notes for distribution to all appropriate parties involved.
- Represents the Office of Academic Affairs in a professional manner to all constituencies.

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: \$43,509.31

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://www.mspb.ms.gov/media/6595/application%20word%20template.pdf>) and resume to anna.lambert@msdh.ms.gov or mail to:

Mississippi State Department of Health
Workforce Development Office
Attention: Anna Lambert
P.O. Box 1700 Jackson, MS 39215 Fax: (601) 576-8067

To learn more about the Mississippi State Department of Health, please visit our website at <https://msdh.ms.gov>