



POSITION announcement

Executive Assistant (State of Mississippi Job Name: Administrative Assistant V)
Mississippi Arts Commission (Hinds County)

BACKGROUND

The Mississippi Arts Commission (MAC) is the state's official arts grant-making and service agency. Based in Jackson, Mississippi, MAC is an independent state agency governed by a fifteen-person board. The agency has provided grants and services to Mississippi's arts and cultural organizations and individual artists for more than 45 years.

MAC is currently seeking an Executive Assistant. This is a full-time, permanent position with the state starting in early August. This staff person works directly with the Executive Director and is charged with a number of administrative duties.

COMPENSATION

The annual salary for this position is \$27,747. Benefits include health insurance through the state employee plan, participation in the state retirement plan, and personal and medical leave. Optional insurance plans are available, including dental and optical, at an additional cost.

POSITION DUTIES

- Answers and directs calls from the main agency telephone line
- Greets guests and receives deliveries at the agency lobby
- Receives and distributes incoming mail
- Schedules appointments and arranges travel for the Executive Director
- Serves as the primary point of contact to MAC's Board of Commissioners, including coordinating logistics for quarterly board meetings, arranging accommodations for board members, booking meeting facilities, and arranging meals
- Supports the Systems Administrator and Director of Grants with grant processing paperwork
- Assists the Chief Fiscal Officer as needed with back-up administrative duties such as filing and checking vendor information in the state finance system
- Assists other MAC staff members with agency-wide initiatives, including the Governor's Arts Awards, Day at the Capitol, and other special programs.
- Assists with special projects as assigned by the Executive Director

REQUIRED EDUCATION/WORK EXPERIENCE

Following are the required levels of education and work experience for this position, as set by the Mississippi State Personnel Board:

A Master's Degree from an accredited four-year college or university and two years of experience in work related to the described duties.

OR

A Bachelor's Degree from an accredited four-year college or university and three years of experience of experience in work related to the described duties.

OR

Graduation from a standard four-year high school or equivalent (GED) and seven years of experience in the of experience in work related to the described duties.

Substitution Statement

Graduation from a standard four-year high school or equivalent (GED or High School Equivalency Diploma), related education, and related experience may be substituted on an equal basis.

HOW TO APPLY

Please send a resume and a list of three references with contact information to info@arts.ms.gov no later than July 28, 2017. Applicants are also required to apply for the position through the "Job Seekers" section of the Mississippi State Personnel Board's website at www.mspb.ms.gov. The position is listed as "Administrative Assistant V" located in Hinds County in the listings on the site.

If there is more than one Administrative Assistant V position listed on the site, check for mention of Arts Commission in the "Agency Information" section of the listing. MAC cannot interview applicants who have not submitted an application through the Personnel Board's system.

We are an equal employment opportunity.