



PLEASE POST

JUNE, 2018

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ANNOUNCEMENT OF VACANCY COORDINATOR FOR ADMISSIONS

The Mississippi School for Mathematics and Science is accepting applications for the position of Coordinator for Admissions. This person will be located in the Office of Admissions and School Advancement. The Coordinator for Admissions administers all facets of the MSMS admissions program. Duties include, but are not limited to, recruiting a high quality applicant pool and junior class; recruiting for summer enrichment programs; maintaining student recruitment data; and providing program support for the Office of Admissions and Advancement.

The Mississippi School for Mathematics and Science is a public, residential high school for academically gifted and talented eleventh and twelfth grade students located on the campus of the Mississippi University for Women in Columbus, Mississippi. For more information about MSMS, please visit <http://www.themsms.org>.

RESPONSIBILITIES

- Coordinate Admissions process
- Manage recruitment management system
- Coordinate off-campus recruitment activities
- Coordinate on-campus visits of potential students
- Travel the state of Mississippi engaging with potential students, educators, and stakeholders
- Assist in content creation for website and social media
- Assist with traditional media engagement
- Design promotional material in collaboration with the Coordinator for Public Relations

DESIRED SKILLS/CHARACTERISTICS

- Excellent interpersonal skills
- Exceptional communication skills (oral and written)
- Superb team member
- Outstanding computer skills (i.e. experience working with databases, Microsoft Office, social media, etc.)
- Organized
- Self-Motivated

MINIMUM REQUIREMENTS

1. Bachelor's degree in related area;

POSITION DETAILS

1. Beginning salary: \$37,000-\$40,000
2. 12-month position
3. Mississippi state insurance and retirement benefits

Application review will begin July 9, 2018, but applications will be accepted until the position is filled. The expected start date is August 3, 2018. All applications will be acknowledged but only selected candidates will be interviewed. Application materials are available for download from <http://www.themsms.org> or by contacting:

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