



## **RECRUITMENT NOTICE**

### **STATE OF MISSISSIPPI**

#### **MISSISSIPPI DEPARTMENT OF MARINE RESOURCES**

**1141 Bayview Avenue**

**Biloxi, MS 39530**

**(228) 374-5000**

**November 15, 2016**

The Mississippi Department of Marine Resources (MDMR) is recruiting for the job title described below. **ALL** applications for this position must be filled out online at the Mississippi State Personnel Board's Career Center located at [www.mspb.ms.gov](http://www.mspb.ms.gov) under the Job Seekers tab. Please enter the State Position Title as it appears below in the Job Title section. Resumes are not a substitution for completing a job application. The MDMR does not have the authority to fill this position above the below listed annual starting salary.

**POSITION TITLE:**           **Training Coordinator/HR Assistant**

**STATE JOB TITLE:**       **Training Coordinator**

**ANNUAL SALARY:**       **\$32,184.99**

**OFFICE:**                   **Human Resources**

**LOCATION:**               **Biloxi, Mississippi**

**APPLY BY DATE:**       **November 30, 2016**

**ESSENTIAL FUNCTIONS:** This is administrative work involving the planning and implementation of programs related to the manpower and training needs of the MDMR, including general orientation. Responsible for establishing objectives, standards, and procedures for training programs in addition to conducting training workshops designed to promote staff development. Internal and external contacts are made to coordinate activities, assess training needs, and exchange information. Work is reviewed infrequently for desired results by an administrative superior. This position will report to the MDMR Human Resources Director. In addition to providing training coordination, this position will also perform administrative support

duties within the MDMR Human Resources Office. This includes, but not limited to, maintaining personnel files and related filing, updating employee databases, processing employment verifications, and assisting with back-up to the Receptionist. Also, the position will conduct new employee orientation, prepare and update MDMR organization charts, HR presentations and employee data reports.

**EXPERIENCE/EDUCATIONAL REQUIREMENTS:**

**Education:**

A Master's Degree from an accredited four-year college or university in Business Administration, Public Administration, Education, Social Work, Psychology, Sociology, or a specialty field related to the functions of the agency;

**AND**

**Experience:**

Three (3) years of experience related to the described duties, one (1) year of which must have included responsibility for planning and implementing training programs.

**OR**

**Education:**

A Bachelor's Degree from an accredited four-year college or university in Business Administration, Public Administration, Education, Social Work, Psychology, Sociology, or a specialty field related to the functions of the agency;

**AND**

**Experience:**

Four (4) years of experience related to the described duties, one (1) year of which must have included responsibility for planning and implementing training programs.

The Mississippi Department of Marine Resources is an equal opportunity employer and will fill positions without regard to race, religion, national origin, color, sex, age, marital status, political affiliation, or disability.