

# Notice of Job Opening

**To:** All Districts  
**From:** Amy Tipton  
**Date:** April 16, 2024  
**Re:** MSR opening in Jackson

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**This position is being opened internally and externally.**

## **Member Services Representative (MSR)**

STEMC is currently accepting applications for a full-time Member Services Representative position in the Jackson District.

A high school diploma or equivalent is required. College or business education is desirable. Applicant must have a basic knowledge of bookkeeping and/or accounting procedures and standard office machines. Experience handling and balancing cash is required. Basic computer literacy and experience with basic office related software is required. Experience dealing with the public is highly desirable. Applicant must be able to manage detail work accurately. Must be able to type, use a calculator and must be able to write legibly.

Benefits include health, dental, life and LTD insurance, 401K, paid vacation, sick leave, and holidays. Applications may be submitted to any STEMC office or downloaded from our website at [www.stemc.com](http://www.stemc.com) and e-mailed to [atipton@stemc.com](mailto:atipton@stemc.com) or [sdinkins@stemc.com](mailto:sdinkins@stemc.com) by 5:00 p.m., Monday, April 29, 2024.

An Equal Opportunity Employer male, female, disabled.