



# TOUGALOO COLLEGE TOUGALOO, MISSISSIPPI 39174

## NOTICE OF JOB OPENING

### Assistant Director (s)-Federal TRiO Programs

**Position Summary:** Responsible for effective coordination of all program activities that commensurate with the program's goals and objectives. Establishes all cultural activities; responsible for direct leadership of the program; supervises the Program Assistant and Senior Counselor; assists in proposal development; assumes responsibility of coordinating the recruitment, identification, selection, and orientation of program participants. Completes all reports and student appraisals as required; meets with the accountant monthly to reconcile the program's budget; assists with determining the utilization of program funds and managing the budget. Evaluates the performance of all staff members; collects data to be used in the evaluation of the program; attends regional conferences, national conferences and professional development workshops related to program functions and management; maintains accurate and confidential records of all client contacts; prepares follow-up reports on former participants; assists with all areas of project management including preparation of the Annual Performance Report for the program; adheres to the Department of Education guidelines; prepares monthly reports detailing accomplishments, problems, projections, etc. Provides the overall leadership for the summer camp which is conducted in June and July of each year. Organize weekly activities, identifies speakers, develops itineraries for postsecondary visits/tours, attend Saturday meetings; assists with identifying instructors based on qualifications listed in the grant. Mandatory travel required, including travel to targeted schools. Other duties assigned by the TRiO Director.

### Experience/Qualifications

A minimum of a Master's Degree or higher in Educational Administration & Supervision, Guidance and Counseling, Social Work or related field is required. A minimum of three (3) years in a position performing the above duties and responsibilities; experience in working with low-income, first generation and disadvantaged students.

### Duties:

Under the supervision of the Director, the Assistant Director will be responsible the leadership and implementation of the program, providing professional guiding and counseling to participants, demonstrate the ability to organize records, assist in professional development for staff and participants.

<b>Date of Position Opening:</b>	<b>March 25, 2024</b>
<b>Application Deadline:</b>	<b>Until filled</b>
<b>Salary:</b>	<b>Commensurate with experience</b>
<b>Physical Address:</b>	<b>Tougaloo College Attention: Director of Human Resources 500 West County Line Road Tougaloo, MS 39174</b>

**ALL APPLICANTS WILL BE CONSIDERED WITHOUT REGARD TO RACE, COLOR, RELIGION, SEX, AGE, NATIONAL ORIGIN, SEXUAL ORIENTATION, DISABILITY, CITIZENSHIP, VETERAN STATUS, GENETIC INFORMATION, GENDER IDENTITY, OR ANY OTHER LEGALLY PROTECTED STATUS. THE COLLEGE PROHIBITS SEXUAL HARASSMENT, INCLUDING SEXUAL VIOLENCE.**

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