



**TOUGALOO COLLEGE
TOUGALOO, MISSISSIPPI 39174**

NOTICE OF JOB OPENING

TOUGALOO COLLEGE Seeks: Administrative Assistant, Pre-Medical Consortium

Position Summary:

The Administrative Assistant will work with the Director of the pre-medical consortium to achieve the following goals:

- Assist with the organization and administration of the R.P. McGinnis Pre-Medical Consortium
- Publicize the Pre-Medical/Pre-Health and science program at Tougaloo College to high school seniors who are motivated and serious.
- Work with the recruiting office to visit high schools in Mississippi and across the country, identifying students for the Summer Science Program and the college.
- Work with current Tougaloo faculty and students to be sure they are selecting courses properly and keeping in touch with the adviser(s).
- Work in other ways to enhance student knowledge of health professions

Experience/Qualifications:

Bachelor's degree in biology or chemistry

Interest in Health Professions

Interest in working with students and faculty

Date of Position Opening: August 6, 2008

Application Deadline: We would like to fill the position by mid-September. Applicants will be evaluated until a suitable candidate is found.

Salary: Salary is negotiable, dependent on qualifications and skills. This is a twelve-month position.

Send fax to:

Tougaloo College
Attention: Director of Human Resources
(601) 977-7866

ALL APPLICANTS WILL BE CONSIDERED WITHOUT REGARD TO RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, AGE, MARITAL OR VETERAN STATUS; MEDICAL CONDITION, DISABILITY; OR ANY OTHER LEGALLY PROTECTED STATUS.

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