

**TOUGALOO COLLEGE  
TOUGALOO, MISSISSIPPI 39174**

**NOTICE OF JOB OPENING**

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**TOUGALOO COLLEGE SEEKS:** Administrative Assistant to the President  
Office of the President

**Position Summary:** The Administrative Assistant to the President, who serves as assistant office manager, is directly responsible to the President. The Administrative Assistant to the President is responsible for the smooth functioning of the office operations; serves as receptionists; answers calls; composes and types letters, memos, etc. on behalf of the President's Office. The work of the Administrative Assistant involves assisting the Senior Administrative Assistant with the coordination and management of the office operations and a variety of administrative duties requiring the exercise of good judgment and the use of tact in dealing with administrators, faculty, staff, students and external contacts with the President's Office.

**Experience/Qualifications:**

Bachelor's degree plus five to seven years related experience. Excellent human relations, customer service and communication skills (written and verbal) are required.

**Date of Position Opening:** October 30, 2006

**Application Deadline:** November 10, 2006

**Salary:** Negotiable

**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.**

**INTERNAL POSTING**

**TOUGALOO COLLEGE AN EQUAL OPPORTUNITY EMPLOYER**