



TOUGALOO COLLEGE
TOUGALOO, MISSISSIPPI 39174

NOTICE OF JOB OPENING

TOUGALOO COLLEGE TOUGALOO COLLEGE SEEKS:
Director, Tougaloo College National Transportation Security Center of Excellence (TC/NTSCOE)

Position Summary:

Tougaloo College invites applications and nominations for the position of Director of the Tougaloo College/National Transportation Security Center of Excellence (TC/NTSCOE). As a senior administrator, the Director reports directly to the Provost and Vice President for Academic Affairs. The Director will lead the staff in accomplishing specific targets set forth in the Center's work plan approved by DHS to ensure significant impact on the future of the Center and the College.

The Director is required to foster a strong sense of community among faculty, students and staff. In addition, the College is seeking an empowering intellectual leader capable of overseeing the planning and coordinating of activities with other National Transportation Security Center of Excellence institutions, DHS and its customers to identify, develop and implement curriculum, pedagogies, degrees and training programs.

Experience/Qualifications:

The Center's mission is to support the Department of Homeland Security educational and training missions. The successful candidate will:

- Develop collaborative partnership to support the Center's mission and evaluate education and training goals and other needs.
- Oversee and supervise all staff
- Prepare and submit all programmatic reports as required by DHS and deliver presentations to DHS customers
- Identify potential funding sources, write and submit proposals for additional external funding
- Insure that the annual operating budget plans are accurately and properly submitted to DHS customers
- Negotiate contracts and Memorandums of Understanding

- Develop new initiatives and programs for DHS customers
- Coordinate and direct grant writing and resource development projects.

Knowledge, Skills and Abilities:

Knowledge of:

- University, college and DHS policies and procedures
- SACS standards
- Supervision, training, and performance management
- Administrative and budget preparations

Skills in:

- Assessment of programs
- Development of Strategic Plan
- Public affairs
- Curriculum Development
- Effective communication

Ability to:

- Direct and evaluate education and training programs
- Maintain accurate and orderly records
- Organize and direct activities
- Plan and Implement work force education and training projects/programs

Preferred Qualifications:

Hold an advanced degree with qualifications appropriate for a tenure-track appointment in any academic divisions. Some experience in supervising, implementing and administration of non-credit workshop training programs. Experience in managing facility usage for designated programs at various sites nationally. Candidate must be able to coordinate and direct grant writing and resource development projects.

Date of Position Opening: **January 15, 2010**

Application Deadline: **January 29, 2010**

To Apply:

Application should include:

- A cover letter
- A resumé
- Unofficial transcript (University/College awarding degree(s))
- List of five (5) references (with titles, addresses, telephone numbers and e-mail addresses)

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.

TOUGALOO COLLEGE AN EQUAL OPPORTUNITY EMPLOYER

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