

**TOUGALOO COLLEGE
TOUGALOO, MISSISSIPPI 39174**

NOTICE OF JOB OPENING

TOUGALOO COLLEGE Seeks: Assistant Director/Upward Bound Math & Science

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 supervision of the Upward Bound Math & Science Program, Administrative Assistant and Senior Counselor. Assists in proposal development. Assume responsibility of coordinating the recruitment, identification, selection and orientation of Upward Bound Math & Science program participants. Complete all reports and student appraisals as required. Assists with determining the utilization of program funds and assist with managing the budget. Evaluate 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. Maintain accurate and confidential records of all client contacts record progress toward matriculation. Prepares follow-up reports on former participants. Assists with all areas of project management including preparations of the annual performance report for the program. Adheres to the Department of Education guidelines. Prepares monthly reports detailing accomplishments, problems, projections, etc. Other duties assigned by the TRiO Director.

Experience/Qualifications: M.S. Degree in a science field is preferred; M.S. Degree in Guidance & Counseling, Educational Administration or related field is required. A minimum of three (3) years experience performing the aforementioned duties and responsibilities. Must have experience in working with disadvantaged youth and have served in a leadership capacity.

Date of Position Opening: February 24, 2010

Application Deadline: Until filled

Salary: Negotiable

Send fax to: Tougaloo College

Attention: Director of Human Resources

(601) 977-7866 (No phone calls please)

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