

TOUGALOO COLLEGE
TOUGALOO, MISSISSIPPI 39174

NOTICE OF JOB OPENING

TOUGALOO COLLEGE Seeks: Assistant Director/Upward Bound II Program

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 II Program, Administrative Assistant and Senior Counselor. Assists in proposal development. Assume responsibility of coordinating the recruitment, identification, selection and orientation of Upward Bound II 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 Guidance & Counseling or related field is required.

Date of Position Opening: **March 25, 2009**

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.

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