

TOUGALOO COLLEGE
TOUGALOO, MISSISSIPPI 39174

NOTICE OF JOB OPENING



TOUGALOO COLLEGE Seeks: Educational Advisor/ **Educational Opportunity Center**

Position Summary: Provide guidance services, conduct financial aid workshops and educational seminars for adult participants. Responsible for individual and group counseling activities and for the maintenance of program files as required by the program. Assume responsibility for maintaining accurate and confidential records of all participants' contacts and record progress toward matriculation. Plan and implement community events and activities for target population. Assist in the establishment of workshops and clinics for Educational Opportunity Center. Assist in the evaluation of the academic, personal and career needs of the participants. Assist the Assistant Director in recruiting, interviewing and selecting adults for participation in the program; Recommend appropriate career and counseling materials to the Assistant Director. Assist in the development of activities for the program. Prepare monthly reports detailing the accomplishments, programs encountered, projections, etc. Attend state and regional conferences. Other duties as assigned by the Assistant Director.

Experience/Qualifications: A M.S. Degree in Guidance & Counseling or a related field is required.

Date of Position Opening: June 8, 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