

**TOUGALOO COLLEGE
TOUGALOO, MISSISSIPPI 39174**

NOTICE OF JOB OPENING

TOUGALOO COLLEGE Seeks: Senior Counselor/ Upward Bound Math & Science Program

Position Summary: 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 Assist the Director in recruiting, interviewing and selecting students for participation in the program; Assist in the evaluation of the academic, personal and career needs of the Upward Bound participants. Participates in in-service training.

Administers needs assessment instruments for each participant. Interprets needs assessment and standardized test scores for the project. Recommend appropriate career and counseling materials to the Assistant Director. Assist in the development of cultural activities for the program. Provide professional guidance and counseling (social, academic, career, financial aid). Attends state and regional conferences. Implements and adheres to the Department of Education guidelines for effective program operation. Other duties as assigned by the Assistant Director/Counselor.

Experience/Qualifications: A minimum of a Master's Degree in Counseling, Educational Administration or a related field is required.

Date of Position Opening: **October 1, 2008**

Application Deadline: **Until filled**

Salary: Negotiable

Send fax to: **Tougaloo College**

**Attention: Director of Human Resources
(601) 977-4426 *(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