

TOUGALOO COLLEGE
TOUGALOO, MISSISSIPPI 39174

NOTICE OF JOB OPENING

TOUGALOO COLLEGE Seeks: Senior Counselor/ Upward Bound I
Federal TRiO Programs

Position Summary: Responsible for individual and group counseling activities and the maintenance of program files as required by the program. Assumes responsibility for maintaining accurate and confidential records of all participants' contracts and records progress toward matriculation. Assists in the establishment of workshops for Upward Bound participants. Assists in the evaluation of the academic, personal and career needs of the participants. Assists the Assistant Director in recruiting, interviewing and selecting students for participation in the program; Recommends appropriate career and counseling materials to the Assistant Director. Assists in the development of cultural activities for the program. Provides professional guidance and counseling (social, academic, career, financial aid). Prepares monthly reports detailing the accomplishments, problems encountered, projections, etc. Attends state and regional conferences. Other duties as assigned by the Assistant Director. Some travel required.

Experience/Qualifications: Masters degree in Counseling, Educational Administration or related field is required.

Date of Position Opening: June 5, 2006

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