



**TOUGALOO COLLEGE  
TOUGALOO, MISSISSIPPI 39174**

## **NOTICE OF JOB OPENING**

**TOUGALOO COLLEGE Seeks: Administrative Assistant/ The Honors Program**

**Position Summary:** The Honors Program at Tougaloo College seeks a dynamic administrative assistant. The assistant will work closely with the Director to ensure the continued success of the Program.

Reporting to the Director of The Honors Program, the administrative assistant will attend meetings, record and distribute minutes as requested; pick-up and distribute mail daily and draft response when necessary and/or instructed; maintain confidentiality of personnel records, files, mail, correspondences, and other documents; coordinate the Director's calendar, appointments, travel arrangements, meetings, etc; prepare programs for special projects; prepare folders of materials for students and the College; ensure the flow of office operations; work directly with faculty and students to ensure efficiency and quality in delivery of academic services; work collaboratively with other staff across the College; edit all outgoing office correspondences; must maintain confidentiality, and perform other related duties as assigned.

**Experience/Qualifications:** This position requires a bachelor degree, a minimum of three years experience, and demonstrates proficiency in Microsoft Office and other software programs.

**Date of Position Opening:** June 18, 2009

**Application Deadline:** July 1, 2009

**Salary:** The salary is commensurate with the responsibilities and expectations as aligned with credentials, experience and skills.

**Send fax to:**

Tougaloo College  
Attention: Director of Human Resources  
(601) 977-7866

**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**