



**TOUGALOO COLLEGE  
TOUGALOO, MISSISSIPPI 39174**

## **NOTICE OF JOB OPENING**

**TOUGALOO COLLEGE** Seeks: **ADMINISTRATIVE ASSISTANT**

### **Position Summary**

The Administrative Assistant provides administrative and technical assistance for the Director of the Faculty Development/QEP Center. The Administrative Assistant must be detailed-oriented, organized, outgoing, and able to handle multi-faceted assignments. S/he must be anxious and willing to learn all aspect of the FDC/QEP Center and be able to effectively communicate orally and written with all College constituents and stakeholders. This individual must be a self-starter, innovative, open to change and demonstrate an ability to work, with willingness to learn and grow.

### **Responsibilities of the Administrative Assistant:**

1. Take minutes, prepare, proof, and maintain minutes of FDC/QEP Center meetings
2. Submit all requests for purchases, supplies and/or payments to the Finance & Admin.
3. Facilitate communication for the Director.
4. Orchestrate conferences, sandbox sessions, and workshops assigned by the Director
5. Maintain appropriate files for documentations of the FDC/QEP Center's goals and objectives
6. Maintain a computerized record management system of budgetary expenditures
7. Coordinate materials needed for meetings, conferences, workshops and etc.
8. Maintain files and confidential information
9. Assist with development of a format or create a data base for assessment of information
10. Perform any other duties related to this office (FDC/QEP Center)

### **Qualifications:**

- Bachelor's degree from an accredited four (4) year college or university and at least two (2) years of experience in work related to the above described duties and responsibilities.
- Ability to manage, organize and prioritize work
- Evidence of excellent managerial, interpersonal, communication, writing, and computer skills ( skills in Word, Excel and PowerPoint are required)
- Demonstrated ability to work with diverse people, work under pressure and meet deadlines
- Commitment to historically black higher education institutions and working within a dynamic and evolving institution

Date of Position Opening: June 22, 2010  
Application Deadline: July 13, 2010

Sent info to: Tougaloo College  
Attention: Director of Human Resources

Please submit resume' or curriculum vitae, copy of degree(s) along with two (2) letters of references or recommendations.

**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**

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