



TOUGALOO COLLEGE TOUGALOO, MISSISSIPPI 39174

NOTICE OF JOB OPENING

TOUGALOO COLLEGE Seeks: **Administrative Assistant (Division of Natural Sciences)**

Position Summary: The Administrative Assistant, in cooperation and under the leadership of the Division Dean, has the primary responsibility in performing all administrative and clerical tasks, in a timely and professional manner, necessary for the effective operations of the Division. These tasks are primarily communications and record keeping, but may also include tasks covering management of physical facilities within the Division Office to educational support functions and supervision of student workers assigned to the Division Office. The Administrative Assistant must be self-disciplined, a problem solver, capable of initiating systems for managing multiple tasks in order to meet deadlines, and must have a sense of the goals of each task. In addition, the Administrative Assistant must be sensitive to people and deal effectively with students, parents, faculty, administrators, and co-workers, especially under pressure. The Administrative Assistant must be open to change and innovation, and demonstrate ability and willingness to learn and grow.

Experience/Qualifications

- Bachelor's degree from an accredited four year college or university
- At least two years of experience in work related to the above described duties and responsibilities
- Ability to manage, organize and prioritize work
- Knowledge of best practices in office management
- Excellent skills in Microsoft Office (Word, Excel, Power point), and MS Outlook functions
- Excellent communications skills; and, ability to maintain utmost confidentiality at all times.

Date of Position Opening: January 6, 2021

Application Deadline: February 1, 2021

Application material should include: A letter of application, three letters of reference, current resume and an official transcript. Review of applications will begin immediately and continue until the position is filled.

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

Mail Documents to:

Tougaloo College
Attention: Director of Human Resources
500 West County Line Road
Tougaloo, MS 39174

Fax Documents to:

(601) 977-7866

ALL APPLICANTS WILL BE CONSIDERED WITHOUT REGARD TO RACE, COLOR, RELIGION, SEX, AGE, NATIONAL ORIGIN, SEXUAL ORIENTATION, DISABILITY, CITIZENSHIP, VETERAN STATUS, GENETIC INFORMATION, GENDER IDENTITY; OR ANY OTHER LEGALLY PROTECTED STATUS. THE COLLEGE PROHIBITS SEXUAL HARASSMENT, INCLUDING SEXUAL VIOLENCE.

TOUGALOO COLLEGE AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER