NOTICE OF JOB OPENING

TOUGALOO COLLEGE Seeks: Administrative Assistant/Educational Talent Search

Position Summary: Serves as the receptionist for Educational Talent Search; maintains accurate and confidential records for program documentation; assists the staff in developing and implementing program activities through ordering and cataloging materials; constructs and maintains a workable inventory and purchase plans for all career and test materials, and other supplies pertaining to the program; coordinates and conducts clerical and secretarial functions for the program; maintains records for fiscal and academic reports; participates in in-service training, division research, staff meetings and professional growth activities; division and institutionally sponsored workshops and conferences; screens mail, coordinate details related to budget control and expense categories; takes and types minutes of staff meetings; minimum of three (3) years in a position performing the above duties and responsibilities. Other duties assigned by the Assistant Director.

Experience/Qualifications: A minimum of a Bachelor’s Degree in Office Administration, Business Administration, or a related field is required.

Date of Position Opening: August 17, 2020

Application Deadline: Until Filled

Salary: Negotiable

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

HR/03/07/18