TOUGALOO COLLEGE Seeks:  Assistant Director-Educational Talent Search Program

Position Summary:  Assists in the preparing of the Department of Education Annual Performance Report; responsible for effective coordination of all activities and services that commensurate with the programs’ goals and objectives; assumes responsibility for coordination of recruitment, identification, selection, and orientation of Educational Talent Search participants. Directs and provides leadership for the program; assists with the utilization of program funds and managing the budget. Meets with the Accountant monthly to reconcile the program’s budget. Maintains accurate and confidential records of all participant contacts and records progress toward matriculation; collects data to be used in the evaluation of the program. Prepares and submits reports on program plans, activities, evaluation and results; completes all reports and student appraisals as required; attends state, regional, national conferences and professional development workshops related to program functions and management. Provides the overall leadership for a 5-week Summer Mentoring Camp for middle school participants from the target schools. Organizes weekly activities, identifies speakers, develops itineraries for postsecondary visits, identifies instructors and mentors based on qualifications listed in grant. Travel is required.

Experience/Qualifications:  A minimum of a Master’s Degree in Educational Administration, Guidance and Counseling or a related field. A minimum of a three (3) years in a position performing the above duties and responsibilities; experience in working with low-income, first generation and disadvantaged students.

Date of Position Opening:  January 23, 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