



TOUGALOO COLLEGE TOUGALOO, MISSISSIPPI 39174

NOTICE OF JOB OPENING

TOUGALOO COLLEGE Seeks: **Assistant Director/Educational Advisor
Educational Opportunity Center Program**

Position Summary: Assumes the responsibility of effective coordination of all activities that commensurate with the program's goals and objectives; assumes the responsibility for coordination of recruitment, identification, selection and orientation of EOC participants; directs and provides leadership of the program; assists with the utilization of program funds and managing the 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 the program's plans, activities, evaluation and results; completes all reports and student appraisals as required, prepares the Annual Performance Report yearly, attends regional and national conferences, participates in in service training, professional development workshops related to program functions and management, departmental meetings; completes Individual Educational Plans (IEP) for program participants; provides professional guidance and counseling (social, academic, career and financial aid). Prepares monthly reports detailing accomplishments, problems encountered, projections, etc. and perform other duties assigned by the Director. The Assistant Director/Educational Advisor will visit target counties (Hinds, Holmes, Yazoo, and Warren) to provide program services. Travel is required.

Experience/Qualifications: A minimum of a Master's Degree in Guidance and Counseling, Social Work, or a related field. A minimum of three (3) years in a position performing the above duties and responsibilities; experience in working with low-income, first generation and disadvantaged adults or adults who desired to pursue their GED or enter or reenter into postsecondary education.

Date of Position Opening: **October 28, 2021**

Application Deadline: **Until filled**

Salary: Negotiable

Email Documents to: TougalooCareers@tougaloo.edu
Please include the position you're applying for in the "Subject line of your email.

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