



TOUGALOO COLLEGE TOUGALOO, MISSISSIPPI 39174

NOTICE OF JOB OPENING

TOUGALOO COLLEGE Seeks: Community Engagement in Education Fellow

Position Summary: The Community Engagement in Education Fellow is primarily responsible for working with the City of Jackson on the K-20 Initiative. This program promotes partnerships between community organizations, business leaders, and higher education leaders that create pipelines for academic and economic advancement for the people of Jackson. This individual will assist in the coordination of activities for the K-20 Initiative. Data collection, community engagement, and grant writing are all significant functions of this job. The Fellow is expected to demonstrate understanding and sensitivity to diverse communities and to support the mission, vision, and core values of Tougaloo College. Travel and weekend work may be required. The position reports directly to the Provost.

Required Experience/Qualifications:

- Bachelor's degree or higher from an accredited college or university.
- Ability to communicate clearly, concisely, and effectively through verbal and written formats, as well as digital and social platforms, at all levels in order to collect, exchange, and provide information.
- Possess a proficient skill and ability to present an amiable, courteous, and professional demeanor at all times, so as to represent Tougaloo in the best light.
- Adhere to appropriate standards of conduct and ethics, including confidentiality, integrity, honesty, and mutual respect for others.
- Demonstrate competent and proficient organizational skills, in order to meet the varied deadlines and schedules requirements.
- Ability to handle multiple tasks while maintaining a professional manner.
- Knowledge of K-12 and higher education policies.
- Ability to travel, and to work evenings and weekends to accomplish the objectives of the fellowship.

Preferred Experience/Qualifications:

- Master's degree from an accredited college or university.
- At least three years of experience in the areas of public policy advocacy and accountability.

The above listings of duties and responsibilities are not exhaustive; related similar and other logical duties are performed as required. A cover letter, resume, and application are required to apply for this position. The successful candidate will be required to present official transcripts attesting to credentials.

Date of Position Opening: December 04, 2018

Application Deadline: Open Until Filled

Salary: Commensurate with credentials and experience

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