



**TOUGALOO COLLEGE
TOUGALOO, MISSISSIPPI 39174**

NOTICE OF JOB OPENING

TOUGALOO COLLEGE Seeks: Educational Advisor/Educational Opportunity Center

Position Summary: Assumes the responsibility for individual and group counseling activities, maintenance of program files, assumes the responsibility for maintaining accurate and confidential records of all participants' contacts and records progress toward matriculation; assists the Assistant Director in interviewing and selecting students for participation in the program and the development of cultural activities; assists in the evaluation of academic, personal, and career needs of the Educational Opportunity Center participants; assumes responsibility for utilizing appropriate evaluation techniques in all aspects of the counseling and career services provided by the Program; prepares monthly reports detailing accomplishments, problems encountered, and projects; travel weekly to assigned satellite locations. Minimum of three (3) years in a position performing the above duties and responsibilities.

Experience/Qualifications: A minimum of a Master's Degree in Guidance and Counseling, Social Work, Sociology or a related field is required.

Date of Position Opening: **March 25, 2021**

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