



**TOUGALOO COLLEGE
TOUGALOO, MISSISSIPPI 39174**

NOTICE OF JOB OPENING

**TOUGALOO COLLEGE Seeks: [Program Assistant](#)
[Educational Talent Search Program](#)**

Position Summary: Serves as the receptionist for the Educational Talent Search Program; 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 instructionally sponsored workshops and conferences; screens mail; coordinates details related to budget control and expense categories; record minutes of staff meetings. Other duties assigned by the Assistant Director.

Experience/Qualifications: A minimum of a Bachelor's Degree in Business Administration or a related field is required. Minimum of three (3) years in a position performing the above duties and responsibilities.

Date of Position Opening: **October 5, 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