



TOUGALOO COLLEGE
Tougaloo, MS 39174

NOTICE OF JOB OPENING

ADMINISTRATIVE ASSISTANT

Position Summary:

The Administrative Assistant, in cooperation and under the leadership of the Division Dean, has the primary responsibility in performing all administrative and clerical tasks, in a timely and professional manner, necessary for the effective operations of the Division. These tasks are primarily communications and record keeping but may also include tasks covering management of physical facilities within the Division Office to educational support functions and supervision of student workers assigned to the Division Office. The Administrative Assistant must be a self-disciplined, problem solver capable of initiating systems for managing multiple tasks to meet deadlines. In addition, the Administrative Assistant must be sensitive to varying personalities to effectively engage students, parents, faculty, administrators, and co-workers. The Administrative Assistant must be open to change and innovation, demonstrating an ability and willingness to learn and grow.

Responsibilities: The primary responsibilities include but are not limited to:

- Provide general support to visitors to the school
- Maintain office policies and procedures
- Make travel arrangements
- Manage accounts
- Schedule meetings/appointments
- Write and distribute emails, letters, forms, etc.
- Maintain a filing system (paper and electronic)
- Generate reports
- Answer and direct phone calls
- General calendar management for the Dean of the School
- Data entry tasks

Required Experience/Knowledge/Skills:

- Bachelor's degree from an accredited four-year college or university
- At least two years of experience in work related to the above-described duties and responsibilities
- Ability to manage, organize, and prioritize work
- Knowledge of best practices in office management
- Excellent skills in Microsoft Office (Word, Excel, PowerPoint), and MS Outlook functions
- Excellent communications skills
- Ability to always maintain utmost confidentiality

Date of Position Opening:

December 19, 2023

Application Deadline:

Until position filled

Salary:

Commensurate with experience

Job Listings:

<https://www.tougaloo.edu/about-tougaloo-college/jobs>

***Email App/Resume/Cover Letter to:**

TougalooCareers@tougaloo.edu

Physical Address:

**Tougaloo College
Attention: Director of Human Resources
500 West County Line Road
Tougaloo, MS 39174**

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