TOUGALOO COLLEGE
Tougaloo, MS 39174

NOTICE OF POSITION OPENING

Coordinator of Student Leadership Programs & Student Life

Position Summary:
The Coordinator of Student Leadership & Student Life plays a vital role in creating and overseeing efforts to support a vibrant and inclusive campus life experience for students. Using best practices and in alignment with student development theory, the successful candidate will have a deep understanding of students' needs and talents in order to collaborate in enhancing student leadership and ownership of their experience. The position will require individuals to manage two areas, with the requisite training and experience in both domains.

Essential Responsibilities:

Student Leadership (50%)

Advising & Student Governance

- Serve as co-advisor to the Student Government Association (SGA), guiding executive officers on policy, budget allocation, campus advocacy, and college governance.
- Serve as co-advisor to the Royal Court, including the selection process, coronation events, speech/pageantry preparation, and their role as official college ambassadors.
- Attend SGA meetings, court appearances, and select weekend or evening student events as the official college representative.

Clubs and Organizations Management

- Manage the registration, recognition, and renewal processes for all student clubs and organizations.
- Develop and deliver comprehensive training for student organization officers and faculty/staff advisors regarding policies, risk management, and financial compliance.
- Grow the number of clubs and organizations, plus manage the Bulldog Mini-Grant program
- Develop a campus engagement platform to track participation and organization data.

Leadership Initiatives & Programming

- Design, implement, and assess a multi-tiered student leadership development program (e.g., emerging leader workshops, retreats, and annual leadership conferences).
- Coordinate annual student leadership recognition ceremonies and awards.

Operations & Administration

- Manage the department budget, including the allocation and auditing of student activity fees utilized by SGA and clubs.
- Ensure all student activities comply with college policies, local laws, and risk management guidelines.
- Collaborate with campus partners—including Housing, Athletics, Alumni Affairs, etc. —to support major campus-wide traditions (e.g., Homecoming, Founders Week, Welcome Week).

Greek Life (25%)

- Serve as the primary advisor to the NPHC and its constituent undergraduate chapters.
- Foster leadership growth, academic achievement, service, and community engagement among student NPHC members through a comprehensive series of activities, trainings, and co-curricular experiences

- Act as a bridge between student leaders, graduate/alumni advisors, national/international headquarters, and college administration.
- Guide NPHC executive board officers and chapter presidents in goal setting, event planning, and calendar coordination
- Attend NPHC general body and executive board meetings
- Support signature NPHC traditions and large-scale campus events, such as step shows, yard shows, probate/new member presentations, and Greek-unity showcases.
- Oversee and verify the Membership Intake Process (MIP) for NPHC organizations to ensure compliance with college policies, state/federal regulations, and national headquarters guidelines.
- Manage roster updates, grade reports, and community standard tracking.
- Facilitate risk-reduction education, hazing-prevention training, and alcohol/safety compliance.
- Partner with the Office of Student Conduct to address organizational review or policy infractions.
- Develop leadership retreats, workshops, and educational seminars tailored to historically Black Greek-letter organizations.
- Coordinate end-of-year award ceremonies, accreditation reviews, and transition workshops for incoming officers.

Intercultural Engagement (25%)

Study Abroad & Exchange Program Management

- Advise students on study abroad pathways, exchange opportunities, internships, and global fellowship programs.
- Collaborate with Academic Affairs in the logistical execution of faculty-led study abroad programs, including budgeting, travel arrangements, risk assessment, and pre-departure orientations.
- Oversee reciprocal student exchange agreements with international partner institutions, ensuring smooth transitions for both incoming and outgoing students.
- Identify, promote, and assist students in applying for external global funding and scholarships, such as the Benjamin A. Gilman International Scholarship and the Fulbright Program.

Intercultural Learning

- Design, execute, and evaluate campus-wide cultural programming, including International Education Week, cultural heritage celebrations, and global dialogue series.
- Collaborate with academic departments to integrate global perspectives into the co-curricular student experience.
- Facilitate workshops, training sessions, and programming focused on intercultural competence, global citizenship, and inclusive excellence for students, staff, and faculty.

Required Experience/Knowledge/Skills:

- Demonstrated knowledge of student development, higher education, fraternity and sorority life, global education, intercultural competency, and current trends in college student affairs.
- Demonstrated ability to design, facilitate, and assess training and programming.
- Strong supervisory, coaching, organizational, and performance-management skills.
- Knowledge of conflict resolution, student conduct, crisis management, basic helping skills, and appropriate referral practices.
- Ability to communicate clearly and effectively, both verbally and in writing, and to prepare accurate reports, training materials, and documentation.
- Ability to exercise sound judgment, maintain confidentiality, and respond calmly and appropriately in emergency or high-pressure situations.
- Ability to work effectively with students, families, professional staff, student employees, faculty, and campus partners from diverse backgrounds.

- Strong computer skills, including Microsoft Office.
- Ability to organize multiple priorities, anticipate problems, follow through on assignments, and complete projects with moderate supervision.
- Commitment to professional ethics, student-centered service, accountability, and the mission of Tougaloo College.

WORKING CONDITIONS:

- Must be able to work a flexible schedule, including evenings, weekends, and emergency response as needed.
- Ability to sit, stand, and/or walk for extended periods of time.

Date of Position Opening:	**November 10, 2026**
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