



TOUGALOO COLLEGE
Tougaloo, MS 39174
NOTICE OF JOB OPENING

Education/Career Coach, Educational Opportunity Center

Position Summary:

The Education/Career Coach reports directly to the Assistant Director of the Educational Opportunity Center (EOC) program, funded by the U.S. Department of Education. The Coach provides counseling and advising services to adults in assigned counties to help them connect with a GED program or to enter or re-enter post-secondary education and training. This position is 100% time and works on a 12-month contractual basis.

Essential Responsibilities:

Manages a caseload of participants and serves additional participants as needed to support the team. Provides individual and group academic, personal, career, and post-secondary counseling. Conducts career, academic, and needs assessments and uses the results to develop an Individual Educational Plan (IEP) for each participant. Provides postsecondary admissions and financial aid advising, including help with the Free Application for Federal Student Aid (FAFSA). Guides participants through career exploration. Refers participants to Registered Apprenticeship programs and to campus and community support services. Helps participants build a Learning and Employment Record (LER) portfolio that documents their skills and credentials. Facilitate workshops for participants. Conducts community outreach in assigned counties to recruit participants. Collects and verifies eligibility documents to support federal compliance. Maintains accurate, confidential records of all participant contacts in the program database. Provides data for the Annual Performance Report (APR). Travel is mandatory. Performs other duties as assigned by the Assistant Director.

Required Experience/Knowledge/Skills:

Qualifications: A minimum of a master's degree in Guidance and Counseling or a related field. A minimum of three (3) years of experience providing academic, personal, career, and post-secondary counseling to low income and first-generation individuals.

Date of Position Opening:	10/1/2026
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.

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