



TOUGALOO COLLEGE TOUGALOO, MISSISSIPPI 39174

NOTICE OF JOB OPENING

Senior Counselor (s)-Federal TRiO Programs

Position Summary: Assumes responsibility for providing individual and group counseling services and maintaining program files, ensuring accurate, complete, and confidential documentation of all participant contacts and progress toward matriculation. Assists the Assistant Director with interviewing and selecting students for program participation and supports the planning and implementation of cultural enrichment activities and college tours. Evaluates the academic, personal, and career needs of program participants and develops Individual Educational Plans (IEPs) for assigned students. Participates in required in-service trainings, staff development workshops, and departmental meetings. Provides professional guidance and counseling in social, academic, career, and financial aid areas. Prepares monthly reports detailing accomplishments, challenges, and projected activities. Must be available to work summer camps during June-July. Attends state and/or regional conferences and performs other duties as assigned by the Assistant Director. Senior Counselor(s) will be assigned to designated target schools. Travel is mandatory, including visits to assigned target schools and participation in college/university tours and educational site visits; some weekend travel is required.

Duties: Under the supervision of the Assistant Director, the Senior Counselor will be responsible for providing professional guidance and counseling, demonstrating the ability to organize records, conduct conferences, make referrals, plan and organize extra-curricular activities, ability to promote the total growth of the student's ability to develop, disseminate and collect, acquire and maintain information systems designed to assess participant's progress, demonstrate the ability to interact positively with students from various backgrounds.

Required Knowledge, Skills, and Abilities: A minimum of a Master's Degree in Guidance and Counseling, Social Work, or a related field. A minimum of three (3) years in a position performing the above duties and responsibilities; experience in working with low income, first generation and disadvantaged students.

Date of Position **January 27, 2026**

Opening: Application **Until position filled**

Deadline: Job Listings: [**https://www.tougaloo.edu/about-tougaloo-college/jobs**](https://www.tougaloo.edu/about-tougaloo-college/jobs)

Email App/Resume/Cover Letter to: [**TougalooCareers@tougaloo.edu**](mailto: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