



TOUGALOO COLLEGE TOUGALOO, MISSISSIPPI 39174

NOTICE OF JOB OPENING

ADMINISTRATIVE ASSISTANT **School of the Natural Sciences**

Position Summary:

Under general supervision of the Dean of the School of the Natural Sciences, the School Administrative Assistant performs organizing, coordinating, and reporting activities as they relate to the day-to-day functions of the School's administrative office. This individual is responsible for providing quality customer service to students, faculty, and staff. The individual may occasionally proctor classes/exams for instructors when needed and provide faculty and program coordinators with regular updates on the status of open purchase orders and current budgets. Employees in this classification may supervise student workers.

Required Qualifications:

- High school diploma or equivalent
- Three to five years of progressive secretarial, dispatch, or office management experience
- Good oral and written communication skills
- Computer literacy in the areas of Microsoft Word, Excel, and other office software

Application Instructions:

Applications will be reviewed immediately and will continue until the position is filled. Applicants must submit a letter of application, an Application for Employment packet, a resume, and at least two reference letters.

Salary: Commensurate with qualifications and experience.

Date of Position Opening: July 1, 2026

Application Deadline: Until position is filled

Job Listings (application documents): <https://www.tougaloo.edu/about-tougaloo-college/jobs>

Email App/Resume/Cover Letter to: TougalooCareers@tougaloo.edu

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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