



TOUGALOO COLLEGE

Tougaloo, MS 39174

NOTICE OF JOB OPENING

Assistant Director/Educational Advisor-Educational Opportunity Center Program

Position Summary. Responsible for effective coordination of all program activities, commensurate with the program goals; direct supervision of EOC staff and evaluating the performance of all staff members yearly; establish partnerships with external stakeholders. Complete all reports as required and collect data to be used in the evaluation of the program. Assist with determining the utilization of program funds and managing the budget. Attend regional, national, and/or state conferences and professional development. Maintain accurate and confidential records of all client contracts, record progress toward matriculation, and assist in proposal development. Prepare monthly reports detailing accomplishments, problems encountered, and projections. Assume the responsibility for individual and group counseling activities, maintenance of program files, assume the responsibility for maintaining accurate and confidential records of all participants' contacts and record progress toward matriculation; work in collaboration with Educational Advisors with interviewing and selecting participants for the program; assists in the evaluation of academic, personal, and career needs of participants; assumes responsibility for utilizing appropriate evaluation techniques in all aspects of the counseling and career services provided by the program; coordinate/travel weekly to assigned EOC sites. Travel is mandatory.

Duties: Under the supervision of the Director, the Assistant Director/Educational Advisor will be responsible for managing the day-to-day operation of the program and coordinating community events for effective program operation. Coordinate all activities, workshops, symposiums, and conferences for program participants. Provide professional guidance and counseling, demonstrate the ability to organize records, make referrals, promote the total growth of the participant, acquire and maintain information systems designed to assess participants' progress, and demonstrate the ability to interact positively with participants from various backgrounds. Refer participants to GED programs and institutions of higher education. Provide program services to 850 participants yearly.

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 adult populations.

Date of Position Opening: 8/7/2025
Application Deadline: Until position filled
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