



TOUGALOO COLLEGE
Tougaloo, MS 39174
NOTICE OF JOB OPENING

Assistant Director - Educational Talent Search Program

Position Summary:

The Assistant Director reports directly to the Director of the Federal TRIO Programs. The Assistant Director will organize and provide leadership for the daily operations of the Educational Talent Search (ETS) program, funded by the U.S. Department of Education. This position is 100% time and works on a 12-month contractual basis. Extended work hours are required during the summer component.

Essential Responsibilities:

Manages the daily operations of the ETS program. Establishes and coordinates all program activities in line with the program's goals and objectives. Oversees the recruitment, identification, selection, and orientation of participants. Ensures all participants meet federal eligibility requirements and maintains compliance with U.S. Department of Education guidelines. Supervises and evaluates program staff. Monitors participant progress and collects data to support program evaluation. Plans and facilitates workshops on education choice, workforce development, pre-apprenticeship preparation, talent marketplace engagement, digital wallets, and credential attainment. Leads the summer component, including organizing weekly activities, identifying speakers, and developing itineraries for postsecondary tours. Completes the Annual Performance Report (APR), student appraisals, and all other required reports. Maintains accurate and confidential records of all participant contacts. Meets monthly with the accountant to reconcile the budget and assist with managing program funds. Assists with proposal development. Prepares weekly reports on accomplishments, challenges, and projections. Attends regional and national conferences and professional development workshops related to program functions and management. Travel is mandatory. Performs other duties as assigned by the TRIO Director.

Required Experience/Knowledge/Skills:

Qualifications: A minimum of a master's degree in educational administration, Guidance and Counseling, or a related field. A minimum of three (3) years of TRIO Talent Search experience.

Date of Opening:

9/29/2026

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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