



TOUGALOO COLLEGE

Tougaloo, MS 39174

NOTICE OF JOB OPENING

Assistant Director-Upward Bound I Program

Position Summary:

The Assistant Director reports directly to the Director of the Federal TRiO Programs. The Assistant Director will organize and assist with providing leadership for the program. Experience in working with low-income, first-generation, and disadvantaged students. Assistant Director/Counselor shall work on a 12-month contractual basis.

Essential Responsibilities:

Responsible for the effective coordination of all program activities that are commensurate with the program's goals and objectives. Establish all educational activities. Responsible for direct leadership of the program. Assists in proposal development; Assumes responsibility for coordinating the recruitment, identification, selection, and orientation of program participants. Completes all reports and student appraisals as required; meets with the accountant monthly to reconcile the program's budget; assists with determining the utilization of program funds and managing the budget. Evaluates the performance of all staff members; collects data to be used in the evaluation of the program; attends regional conferences, national conferences and professional development workshops related to program functions and management; maintains accurate and confidential records of all client contacts; prepares follow-up reports on former participants; assists with all areas of project management including preparations of the Annual Performance Report for the program; adheres to the Department of Education guidelines; prepares monthly reports detailing accomplishments, problems, projections, etc. Provides the overall leadership for the summer residential camp, which is conducted in June and July of each year. Organize weekly activities, identify speakers, develop itineraries for post-secondary tours; assist with identifying instructors based on qualifications listed in the grant. Mandatory travel required; Other duties 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 in a position performing the above duties and responsibilities; experience in working with low-income, first-generation, and disadvantaged students.

Date of Position Opening:

September 10, 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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