



TOUGALOO COLLEGE Tougaloo, MS 39174

NOTICE OF JOB OPENING

Educational Advisor-Educational Opportunity Center Program

Position Summary:

Assumes the responsibility for individual and group counseling activities, maintenance of program files, assumes the responsibility for maintaining accurate and confidential records of all participants' contacts and records progress toward matriculation; assists the Assistant Director in interviewing and selecting participants for participation in the program; assists in the evaluation of academic, personal, and career needs of the Educational Opportunity Center participants; assumes responsibility for utilizing appropriate evaluation techniques in all aspects of the counseling and career services provided by the program; prepares monthly reports detailing accomplishments, problems encountered; travel weekly to assigned satellite locations.

Responsibilities:

Under the supervision of the Assistant Director, the Educational Advisor will be responsible for providing professional guidance and counseling, demonstrating the ability to organize records, conduct conferences, make referrals, ability to promote the total growth of the participant, acquire and maintain information systems designed to assess participant's progress, demonstrate the ability to interact positively with participants from various backgrounds. Refer participants to GED programs and institutions of higher education.

Required Experience/Knowledge/Skills:

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 the adult population.

Date of Position Opening:	1/16/2025
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.

TOUGALOO COLLEGE AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER