



# TOUGALOO COLLEGE

Tougaloo, MS 39174

## NOTICE OF JOB OPENING

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### Office Manager

#### Position Summary:

The Office Manager reports directly to the Facilities Manager. The responsibilities of the Office Manager include managing the overall operations of the Office of Facilities and Real Property Management, including providing great customer service, assigning and managing the work order process, preparing purchase requisitions, and ensuring the efficient and effective flow of the sector office.

#### Essential Responsibilities:

- Assist the Vice President and the Facilities Manager in maintaining a professional office environment.
- Responsible for answering the phones, assigning and managing work orders and providing customer service to the College community as it pertains to Facilities and Real Property Management.
- Monitors walkie-talkie radio traffic and dispatches various personnel as necessary to various situations on campus according to priority.
- Assist the Facilities Manager with facility rentals and special event logistics.
- Prepares purchase requisitions and assists in maintaining the department's budgets and records, including equipment and supplies inventory. Maintains all office files in a professional manner.
- Responsible for coordinating the calendar schedule of the Vice President and the Facilities Manager.
- Responsible for maintaining records for scheduling the use of the College's transportation fleet, including the College's buses and automobiles, and rental vehicles.
- Pick up, sort and route incoming mail and process outgoing mail.
- Maintain inventory, order, and distribution of office supplies.
- Contact contractors and vendors for bids, scheduling, ordering and information.
- Under the direction of the Vice President, supervises the student workers assigned to our department.
- Assist with the management of Title III and SAFRA projects and reports.
- Coordinate, perform, and assist all other areas that ensure the successful and professional operation of the Office of Facilities and Real Property Management.

#### Required Experience/Knowledge/Skills:

- High School education or equivalent.

- A minimum of three to five years of progressive secretarial, dispatch, or office management experience is required.
- Good oral and written communication skills.
- Computer literacy in the areas of Microsoft Word, Excel, and other technologies is expected.

Date of Position Opening:	November 1, 2025
Application Deadline:	Until position filled
Salary:	Commensurate with experience
Job Listings:	<a href="https://www.tougaloo.edu/about-tougaloo-college/jobs">https://www.tougaloo.edu/about-tougaloo-college/jobs</a>
<b>**Email App/Resume/Cover Letter to:</b>	<b><u>TougalooCareers@tougaloo.edu</u></b>
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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