



# TOUGALOO COLLEGE TOUGALOO, MISSISSIPPI 39174

## NOTICE OF JOB OPENING

### Program Assistant-Upward Bound and Upward Bound Math & Science Programs

#### Position Summary:

Serves as the program's assistant; assists the Assistant Director/Counselor and in developing and implementing the program's activities through ordering supplies; assists in the maintaining of confidential student records and accurate program documentation; coordinates and conducts clerical functions for the Assistant Director/Counselor and other staff members; prepares monthly reports detailing accomplishments, problems encountered and projections; participates in staff developments and staff meetings; screens mail and expedite data received on research proposal grants; takes minutes of meeting and forward copies to the appropriate parties and performs other duties as assigned by the Assistant Director/Counselor.

#### Duties:

Under the supervision of the Assistant Director, the Program Assistant directs and manages the office operations, expedites administrative and procedural tasks of the office, coordinates and performs portions of the work involved in preparation of reports.

#### Required Knowledge, Skills, and Abilities:

A minimum of a bachelor's degree in business administration or related field is preferred. A minimum of three (3) years in a position performing the above duties and responsibilities.

<b>Date of Position Opening:</b>	<b>March 24, 2025</b>
<b>Application Deadline:</b>	<b>Until position filled</b>
<b>Job Listings:</b>	<b><a href="https://www.tougaloo.edu/about-tougaloo-college/jobs">https://www.tougaloo.edu/about-tougaloo-college/jobs</a></b>
<b>Email App/Resume/Cover Letter to:</b>	<b><a href="mailto:TougalooCareers@tougaloo.edu">TougalooCareers@tougaloo.edu</a></b>
<b>Physical Address:</b>	<b>Tougaloo College Attention: Director of Human Resources 500 West County Line Road Tougaloo, MS 39174</b>
<b>Fax Documents to:</b>	<b>(601) 977-7866</b>

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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