TOUGALOO COLLEGE
TOUGALOO, MISSISSIPPI 39174

NOTICE OF JOB OPENING

TOUGALOO COLLEGE Seeks: Office Manager/Alumni Relations (Part-time)

Position Summary:

The Office Manager supports the activities of the Alumni Office and the Call Center by providing administrative services, including managing work study students, updating files, maintaining inventory of office supplies, answering telephone calls, responding to questions from College staff, and other duties as assigned by the Director of Alumni Relations and Vice President of OIA. The Office Manager also mans the Call Center during peak hours of service and assists with recruitment and training of Center volunteers. The position is responsible for overall front office activities and requires occasional evening and weekend work.

Experience/Qualifications:

- At least 3 years office experience
- Demonstrated excellent oral and written communication skills, proficiency with advanced knowledge of Microsoft Office programs: Word, Excel, Power Point, Outlook and data processing ability.
- Demonstrated ability to handle complex tasks, manage time effectively, work independently, work effectively, make sound judgments, interact effectively with individuals and be flexible.
- Possession of patience, tolerance, understanding, creative thinking, and good organization skills.
- Ability to work under pressure with tight deadlines.

Date of Position Opening: March 19, 2015

Application Deadline: Open Until Filled

Salary: Negotiable

Mail Documents to: Tougaloo College
Attention: Director of Human Resources
500 West County Line Road
Tougaloo, MS 39174

Fax Documents to: (601) 977-7866

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