



TOUGALOO COLLEGE TOUGALOO, MISSISSIPPI 39174

NOTICE OF JOB OPENING

TOUGALOO COLLEGE Seeks: Enrollment Officer

Position Summary:

The Enrollment Officer's primary responsibilities include identifying, recruiting, admitting, and enrolling academically qualified students who can benefit from a Tougaloo College education. This individual will assist in the coordination of admission activities for alumni, high schools, community colleges, and other constituents. Recruitment counseling, outreach, and application review are all significant functions of this position. The Enrollment Officer is expected to demonstrate understanding and sensitivity to the needs of all students and to support the mission, vision, and core values of Tougaloo College. Extensive travel and weekend work are required.

Experience/Qualifications:

Must have a bachelor's degree or equivalent, with three to five years of related experience in the above described responsibilities. A driver's license in good standing, as well as the ability to travel seasonally and work at evening events and some weekends.

Date of Position Opening: June 3, 2021

Application Deadline: Until Filled

Salary: Commensurate with experience

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