



TOUGALOO COLLEGE
TOUGALOO, MISSISSIPPI 39174

NOTICE OF JOB OPENING

TOUGALOO COLLEGE Seeks: Director of First and Second Year Programs

Position Summary:

The Director of First and Second Year Programs is responsible for the oversight and implementation of new and second year student engagement programs, including the Successful Orientation, Advising, and Retention of Students (SOARS), a student-centered program designed to help students navigate the academic and social life of the College. This position support student onboarding, registration, advising, and other administrative needs in collaboration with the Registrar, Business Office, Admissions, and Financial Aid. The Director oversees administration of the First Year Experience, New Student Orientation, and transfer-student orientation programs, including coordinating placement testing. The Director is responsible for initiating, developing, and maintaining strong relationships with faculty and staff across campus in order to coordinate synergistic efforts, develop solutions, and ensure that resources align with strategic priorities aimed at student success and retention. The Director reports to the Provost.

Experience/Qualifications:

Minimum Qualifications:

Master's degree in an appropriate area of specialization and four years of appropriate experience; or a bachelor's degree in an appropriate area of specialization and six years of appropriate experience.

Preferred qualifications:

- Experience with new student programs, including first-time in college and transfer students;
- Experience conducting and/or implementing assessment of student retention, persistence, and graduation rates;
- Experience with high-impact practices, such as living-learning communities and first-year seminars;

Date of Position Opening:	28 June 2021
Application Deadline:	Opened until filled
Salary:	Commensurate with talent and experience
Mail Documents to:	Tougaloo College Attention: Director of Human Resources 500 West County Line Road Tougaloo, MS 39174
Email Documents to:	TougalooCareers@tougaloo.edu

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**

HR/03/07/18