



TOUGALOO COLLEGE TOUGALOO, MISSISSIPPI 39174

NOTICE OF JOB OPENING

TOUGALOO COLLEGE Seeks: Office Manager (Office of Alumni Relations)

Position Summary:

The **Office Manager in the Office of Alumni Relations** will perform, coordinate and oversee office administrative duties in support of the Director of Alumni Relations, including the provision of varied and complex office duties. This position provides highly sensitive support to the Alumni Relations Director and requires the exercise of independent judgment and technical knowledge of the specific area of assignment and of the overall College and community activities. S/He must be able to work independently, manage multiple responsibilities and possess the ability to work under stress to meet competing deadlines. This position requires working irregular hours including weekends, as needed.

Experience/Qualifications:

The successful/preferred candidate must be able to demonstrate the ability to serve as administrative support for the Alumni Director for the Office of Alumni Relations/Institutional Advancement. The candidate must perform a variety of executive secretarial and administrative duties as required by the Director. The candidate must maintain appointment schedules and calendars; arrange meetings and conferences; record and document minutes for office-related committee meetings. The candidate will receive and screen communications to the Director, including telephone calls and email messages, as necessary. The candidate must provide assistance using independent judgment to determine those requiring priority attention; prioritize, channel and facilitate communication from other staff of the College, Tougaloo College National Alumni Association (TCNAA), alumni and other constituents. The candidate must complete travel arrangements and submit expense reports for the Director; maintain appointment schedules and calendars for the Director; support alumni and advancement services by assisting with updating alumni records in the database. The candidate must review and prepare various reports and documents; prepare background documents as necessary; and maintain administrative records and electronic data files. The candidate must research and oversee administrative projects for the Director; prepare first draft reports on routine matters; maintain and coordinate office records, activities and schedules. The candidate must coordinate mass mailings, special events and/or other projects as directed by the Alumni Director. The candidate must supervise student workers; represent the Office for Alumni Relations on various committees and perform other job-related duties as needed or assigned by the Alumni Director.

Required Knowledge, Skills and Abilities:

Bachelor's degree and/or five or more years in office technology, business administration, public relations, advancement services and/or related field; degree preferred. Previous public relations, donor relations, event management and/or related managerial experience preferred. Must demonstrate excellent oral and written communication skills, proficiency with Microsoft Word, Excel, PowerPoint and the Jenzabar software. Demonstrate the ability to handle complex tasks, manage time effectively, work independently, effectively as a leader and Division of Institutional Advancement team member; make sound judgments, formulate plans, carryout objectives, interact effectively with individuals and be flexible. Possession of patience, tolerance, understanding, creative thinking, solid analytical and interpretative skills, fundraising principals, problem solver, team builder, and good organizational skills.

Date of Position Opening: July 9, 2021

Salary: Commensurate with experience

E-mail Documents to: TougalooCareers@tougaloo.edu

Please include the position you are applying for in the "Subject" line of your e-mail.

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

HR/06/18/2021

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