



**TOUGALOO COLLEGE
TOUGALOO, MISSISSIPPI 39174**

NOTICE OF JOB OPENING

TOUGALOO COLLEGE Seeks: Office Manager (Title III Office)

Position Summary:

The Office Manager is responsible for the coordination of activities related to the Title III/FUTURE Act grants. Responsibilities may include assisting with data management, record management, financial management, program development; and overseeing the daily operations of the Title III Office. Responsible for purchase and receiving office supplies, fixing, filing, record maintenance, and mail distribution. Performs a variety of tasks. Manages and maintains database(s) for Title III Grant budget expenditures for Title III Activity Directors. Maintain requisitions, purchase orders and other fiscal documents for the Title III Grant. Manage Title III equipment; receiving, transfer or disposal of all Title III Equipment. Manage excel database for all Title III Time and Effort reporting; includes monthly time and effort reporting for Title III Activity Directors. Work closely with Title III activity directors in obtaining pertinent grant information. Assists with management of paper and electronic grant files to ensure the integrity of grant records and the grant-tracking database; develops and ensures that proper file documentation is maintained in the administration of all grants, including personnel time tracking records. Provides assistance in coordinating meetings of the Institutional Review Board and Human Subjects Committee, and maintains official records of their meetings. Ensures submission of annual performance reports for each Title III activity and for other awards; disburses monthly fiscal reports and other reports to Title III activity directors. Prepares routine and advanced correspondence, including letters, memoranda, and reports during meetings orchestrated with the Title III activity directors, meetings of Institutional Review Board, and other sponsored programs' meetings. Maintains log of spending of Title III funds for each activity. Assist in the developing and implementing informative workshops and seminars designed to train faculty and staff in effective proposal development and writing. Prepare quarterly, semi-annual, annual and/or other reports for dissemination to constituents of the College; gathers information related to grants administration for annual audit. Perform other duties as needed/assigned by the Title III Director.

Experience/Qualifications:

A minimum of 3 years work experience in the field or related area. Experience in grants administration is preferred. Demonstrated oral and written communication skills, design and layout skills; proficiency with MS Word, ACCESS, Jenzabar and/or other software used for data management. Ability to multi-task, manage time effectively, work independently, work as an effective leader and team member, make sound judgments, be flexible, and adapt to a changing work environment. Possession of patience, tolerance, understanding, good organizational skills, strong analytical, problem solving and interpretative skills, and familiarity with database software.

Date of Position Opening: November 9, 2021

Salary: Commensurate with experience

Submission Instructions: *Email completed application and resume 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

**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**