TOUGALOO COLLEGE
TOUGALOO, MISSISSIPPI 39174

NOTICE OF JOB OPENING

TOUGALOO COLLEGE Seeks: Office Manager/Information Technology

Position Summary: The Office Manager will provide administrative assistance and support to ensure the effective and efficient operation of the Office of Information Technology by acting as a liaison and reporting the staff’s progress to meet goals and ensuring that all work is on schedule and meets quality standards. The Office Manager will provide administrative support to the CIO, the staff, as well as supervise and assign tasks to the student workers, and volunteers. The Office Manager will assist in the management the Office’s budget, maintain a record of all expenses, prepare requisitions, assist with purchasing, coordinate and schedule deliveries, assist with vendor relationships, design and maintain files and properly secure documents and office records. The Office Manager will remain familiar with the procedures, policies, and operations of the College and train and orient employees about the office policies and procedures including equipment usage procedures.

Other administrative duties include managing incoming and outgoing mail and correspondences, answering/routing and prioritizing incoming calls, coordinating the CIO’s schedule and scheduling appointments, greeting scheduled visitors, transcribing meeting minutes, taking dictation, coordinating and arranging meetings, preparing meeting agenda and reserving and preparing the facilities for the CIO, arranging travel, ordering and maintaining supplies, arrange for equipment maintenance, conducts research and compiles statistical reports, identify technology funding opportunities, take part in the interviewing of prospective staff members and provide input in performance evaluations, document management and reproduction.

Experience/Qualifications: An Associate’s degree is required. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Additionally, an individual must have three to five years of relevant experience with office management and budgets.

Date of Position Opening: July 23, 2015

Application Deadline: Until Filled

Salary: Commensurate with credentials, experience and skills

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

HR/02/09/15