TOUGALOO COLLEGE
TOUGALOO, MISSISSIPPI 39174

NOTICE OF JOB OPENING

TOUGALOO COLLEGE Seeks: OFFICE MANAGER

The Office Manager performs, coordinates and oversees office administrative duties in support of the Vice President, Assistant Vice President, the Office of Institutional Advancement directors and staff including the provision of varied and complex office duties. This position provides highly sensitive support to the Vice President and Assistant Vice President for Institutional Advancement 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.

A cover letter, vita, and application are required to apply for this position.

Experience/Qualifications:

- Bachelor's degree and/or ten or more years in public relations, business administration, advancement services and/or related field; degree preferred.
- Previous public relations, donor relations, event management and /or related managerial experience.
- Demonstrated excellent oral and written communication skills, proficiency with MS Word and Jenzabar software.
- Demonstrated ability to handle complex tasks, manage time effectively, work independently, work effectively as an effective leader and team member, make sound judgments, formulate plans, carry out 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: **March 26, 2020**

Application Deadline: **Open 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

HR/03/07/18