



**TOUGALOO COLLEGE  
TOUGALOO, MISSISSIPPI 39174**

**NOTICE OF JOB OPENING**

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**TOUGALOO COLLEGE Seeks: Program Assistant/Upward Bound II and Upward Bound Math & Science Programs**

**Position Summary:** Assist the Assistant Director and Senior Counselor in the development and implementation of Upward Bound I activities; constructs and maintains a workable inventory and purchase plan for all career materials, test materials, and other supplies pertaining to the program; coordinates and assist the Assistant Director and other staff members in the development of academic reports for the program; division research; staff meetings and professional growth activities; participates in division and institutionally sponsored workshops and conferences; maintains accurate and confidential records for program documentation; assists in the recruitment process of Upward Bound participants; prepares monthly reports detailing accomplishments, problems encountered, projections, etc.; excellent computer skills; minimum of three (3) years in a position performing the above duties and responsibilities. Other duties assigned by the Assistant Director.

**Experience/Qualifications:** A minimum of a Bachelor's Degree in Accounting or a related field is required.

**Date of Position Opening:** **October 5, 2018**

**Application Deadline:** **until filled**

**Salary:** **Negotiable**

**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**