



TOUGALOO COLLEGE TOUGALOO, MISSISSIPPI 39174

NOTICE OF JOB OPENING

Senior Counselor (s)-Federal TRiO Programs

Position Summary. Assumes the responsibility for individual and group counseling activities and for the maintenance of program files, maintaining accurate and confidential records of all participants' contacts and records progress toward matriculation. Assists the Assistant Director in interviewing and selecting students for participation in the program and the development of cultural activities and college tours; assists in the evaluation of academic, personal and career needs of the participants in the program; completes Individual Educational Plans for assigned students; participates in in-service training; staff development workshops/activities and departmental meetings; provides professional guidance and counseling (social, academic, career and financial aid). Prepares monthly reports detailing accomplishments, problems encountered, projections, etc. Attends state or regional conferences and performs other duties assigned by the Assistant Director. Senior Counselor (s) will be assigned to target schools. Travel is required.

Duties: Under the supervision of the Assistant Director, the Senior Counselor will be responsible for providing professional guidance and counseling, demonstrating the ability to organize records, conduct conferences, make referrals, plan and organize extra-curricular activities, ability to promote the total growth of the student's ability to develop, disseminate and collect, acquire and maintain information systems designed to assess participant's progress, demonstrate the ability to interact positively with students from various backgrounds.

Required Knowledge, Skills, and Abilities: A minimum of a Master's Degree in Guidance and Counseling, Social Work, or a related field. A minimum of three (3) years in a position performing the above duties and responsibilities; experience in working with low income, first generation and disadvantaged students.

Date of Position December 10, 2024

Opening: Application Until position filled

Deadline: Job Listings: <https://www.tougaloo.edu/about-tougaloo-college/jobs>

Email App/Resume/Cover Letter to: TougalooCareers@tougaloo.edu

Physical Address: 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