TOUGALOO COLLEGE
TOUGALOO, MISSISSIPPI 39174

NOTICE OF JOB OPENING

TOUGALOO COLLEGE Seeks:  Senior Counselor/Upward Bound I Program

Position Summary:  Responsible for individual and group counseling activities and for the maintenance of program files as required by the program. Assumes responsibility for maintaining accurate and confidential records of all participants; Assists in recruiting, interviewing and selecting students for participation in the program; Assists in the evaluation of the academic, personal and career needs of the Upward Bound participants. Participates in in-service training; Administers needs assessment instruments for each participant. Interprets needs assessment and standardized test scores for the project. Recommends appropriate career and counseling materials to the Assistant Director. Assists in the development of cultural activities for the program. Provides professional guidance and counseling (social, academic, career, financial aid). Attends state and regional conferences. Implements and adheres to the Department of Education guidelines for effective program operation. Other duties as assigned by the Assistant Director/Counselor. Travel is required. Must be able to work a minimum of two (2) Saturdays per month (September-April) and extensive hours during the months of June & July.

Experience/Qualifications:  A minimum of a Master’s Degree in Counseling, Educational Administration, Social Work or a related field is required.

Date of Position Opening:  February 8, 2017

Application Deadline:  Until filled

Salary:  Negotiable

Send documents to:  Tougaloo College
Attention:  Director of Human Resources
500 W. 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/06/07/10