



**TOUGALOO COLLEGE
TOUGALOO, MISSISSIPPI 39174**

NOTICE OF JOB OPENING

**TOUGALOO COLLEGE Seeks: Senior Counselor
Upward Bound Math & Science Program**

Position Summary: Assumes the responsibility for individual and group counseling activities and for the maintenance of program files; assumes the responsibility for maintaining accurate and confidential records of all participants' contacts and records progress towards matriculation; assists the Assistant Director in interviewing and selecting students for the participation in the program and the development of cultural activities; assists in the evaluation of academic, personal, and career needs of participants; prepares monthly reports detailing accomplishments, problems encountered, projections, etc.; participates in in-service training, staff development workshops, and departmental meetings; administers need assessments instruments for each participant, complete IEP for assigned student; minimum of three (3) years in position performing the above duties and responsibilities; experience in working with low income, potential first generation and disadvantage students, travel is required. Other duties assigned by the Assistant Director.

Experience/Qualifications: A minimum of a Master's Degree in Guidance & Counseling, Social Work or a related field is required.

Date of Position Opening: **November 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