



**TOUGALOO COLLEGE
TOUGALOO, MISSISSIPPI 39174**

NOTICE OF JOB OPENING

TOUGALOO COLLEGE Seeks: [Assistant Director/Upward Bound I Program](#)

Position Summary: Responsible for effective coordination of all program activities that commensurate with the program's goals and objectives; establishes all cultural activities, responsible for direct supervision of the Upward Bound Program, Program Assistant and Senior Counselors; assists in proposal development; assumes responsibility of coordinating the recruitment, identification, selection and orientation of Upward Bound Program participants. Completes all reports and student appraisals as required; assists with determining the utilization of program funds and assists with managing the budget. Evaluates the performance of all staff members; collects data to be used in the evaluation of the program; attends regional conferences, national conferences and professional development workshops related to program functions and management; maintains accurate and confidential records of all client contacts; prepares follow-up reports on former participants; assists with all areas of project management including preparations of the annual performance report for the program; adheres to the Department of Education guidelines; prepares monthly reports detailing accomplishments, problems, projections, etc. Mandatory travel required; Other duties assigned by the TRiO 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: **October 5, 2021**

Application Deadline: **Until filled**

Salary: Negotiable

Email Documents to: TougalooCareers@tougaloo.edu
Please include the position you're applying for in the "Subject line of your email."

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