



**TOUGALOO COLLEGE**

**TOUGALOO, MISSISSIPPI 39174**

## NOTICE OF JOB OPENING

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**TOUGALOO COLLEGE Seeks: [Senior Counselor-Upward Bound 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 toward matriculation. Assists the Assistant Director in interviewing and selecting students for participation in the program and the development of cultural activities; assists in the evaluation of academic, personal and career needs of the participants in the program; completes Individual Educational Plans (IEP) for assigned students; participates in in-serving training, staff development workshops 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; other duties assigned by the Assistant Director. Travel is required.

**Experience/Qualifications:** A minimum of a Master's Degree in Guidance and Counseling, Social Work, or a related field. A minimum of a 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 Opening:** **October 5, 2021**

**Application Deadline:** **Until filled**

**Salary:** Negotiable

**Email Documents to:** [TougalooCareers@tougaloo.edu](mailto: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**