Memo

To: Program Directors

From: Sarah Childress

Date: July 18, 2019

Re: Position Opening

These positions are currently open**.** Please forward this to your employees. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Job Title**: Facilitator (12 positions available)

**Location:** Jefferson County

**Program:** Upward Bound

**Position Summary:** Facilitators will provide direct supervision and mentoring/instruction of students on Eagle Day Saturdays.

**Duties and Responsibilities:**

* Instruct and supervise students assigned to classes.
* Provide tutoring and appropriate feedback to UB staff concerning students’ success/weaknesses.
* Maintain appropriate records and program forms/reports.
* Deliver classes in a manner which effectively motivates positive changes in students and promotes favorable attitudes.
* Deliver classes with effective classroom management skills.

**Education:**

* Current college student (either graduate or undergraduate or recent college graduate in good academic standing.
* Must have completed at least 30 hours of college credit at time of application.

**Experience and Skills Requirements:**

* Be punctual, dependable, accurate, and thorough.
* Computer proficiency is a must and experience with client software, Microsoft Office and Internet usage.
* Knowledgeable in the post-secondary process: FAFSA, ACT Prep, the college admissions process, financial aid, college life.

**Hours and Benefits:** Position is part-time; Non-Exempt

**To Apply:** Send resume to: DCEA Human Resources, Attn: Facilitator, P.O. Box 1218, Morristown, TN 37816. EOE.