

Memo

To: Program Directors
From: Sarah Childress
Date: January 8, 2020
Re: Position Opening

This position is currently open. Please forward this to your employees.

Job Title: Night Supervisor (3 positions)

Location: Carson-Newman University

Program: Upward Bound

Position Summary: Night supervisors ensure all students and facilitators are accounted for and safe after hours. Night supervisors are responsible to make sure the dorms are locked down, quiet, and safe, while keeping a vigilant watch over the activity in each dorm in the absence of full time Upward Bound staff.

Duties and Responsibilities:

- Provide direct supervision of students.
- Monitor hallways and lobbies of dorms to ensure students are in their rooms and the areas are clear of other people.
- Complete room check offs to ensure students are in their rooms.
- Report issues such as maintenance, safety concerns, etc. to Program Director.
- Perform inclement weather/fire/other safety hazards evacuations or hallway lineups.
- Help students get to breakfast in the mornings.
- Properly store and maintain the keybox cart.
- Maintain appropriate records and program forms/reports.

Education:

- High school diploma or GED required.
- Be a current college student (either graduate or undergraduate) 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: Full-time; Non-Exempt

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