

# Memo

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

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

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**Job Title:** Instructor (8 positions)

**Location:** Carson-Newman University

**Program:** Upward Bound

**Position Summary:** Instructors will provide appropriate instruction within specific academic subject areas that correspond with the appropriate program strategies such as academic motivation, college preparation, career explorations, etc.

**Duties and Responsibilities:**

- Instruct and supervise students assigned to classes.
- Provide appropriate feedback to UB staff concerning students' successes/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:**

- Bachelor's Degree in education or specific subject area with Tennessee Teaching Licensure.

**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:** Part-time; Non-Exempt

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