

# Memo

To: Program Directors  
From: Sarah Childress  
Date: August 6, 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:** Facilitator

**Location:** Telework/Carson-Newman University

**Program:** Upward Bound

**Position Summary:** Facilitators will provide direct supervision and mentoring/instruction of students on Eagle Day Saturdays. This may occur online via workshops delivered digitally or on the campus of Carson-Newman University.

**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 Requirements:**

- Current college student (either graduate or undergraduate) in good academic standing or a recent college graduate.
- Must have completed a 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. Experience with client software, Microsoft Office, Zoom, and Internet usage is required.
- 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 Facilitator, P.O. Box 1218, Morristown, TN 37816. EOE.