

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: Facilitator (13 positions)

Location: Carson-Newman University

Program: Upward Bound

Position Summary: Facilitators will provide direct supervision and mentoring/instruction of students on Eagle Day Saturdays and/or during summer program.

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:

- 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 Facilitator, P.O. Box 1218, Morristown, TN 37816. EOE.