



Position Description

FACILITATOR

DEPT/PROGRAM: (TRIO) Upward Bound

REPORTS TO: Upward Bound Program Manager

FLSA STATUS: Non-exempt, Part-time

SALARY GRADE: 14

JOB TITLE: Instructor 4

LAST REVISED: 8/6/2020

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 / ESSENTIAL JOB FUNCTIONS:

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

OTHER JOB RESPONSIBILITIES:

1. Does not discriminate in the provision of services or agency business with regard to age, sex, race, religion, national origin, disability or veteran status, or any other protected class.
2. Complies with all rules, policies and procedures of the agency
3. Maintains confidentiality of client and agency information
4. Weekend work required
5. Perform all other duties as assigned

SUPERVISORY RESPONSIBILITIES:

Does not supervise any other staff members

ROLE QUALIFICATIONS:

Education Requirements

- Be a current college student (either graduate or undergraduate) in good academic standing or a recent college graduate
- Must have completed at least 30 hours of college credit at time of application

Other Knowledge, Skills and Abilities

- 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.

WORK SITE: Telework from home and or Carson-Newman University

WORKING CONDITIONS:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions:

- Typical work environment involves lifting (up to 20 pounds), bending, twisting, temperature changes, sitting. May occasionally lift supplies to transport to other sites.
- The physical environment requires the employee to work both inside and outside, in temperature controlled conditions and in conditions in which there is no temperature control. Some noise and interruptions are present.

ACKNOWLEDGEMENT:

This job description describes the general nature and level of work performed by an employee assigned to the role. It does not imply that these are the only duties and responsibilities assigned to the job. The employee may be required to perform other duties as requested by the Supervisor/Director. All requirements are subject to change over time.

Signed By: Program Director	Date:
Signature:	

I acknowledge that this job description is neither an employment contract nor a legal document and does not alter the employment at-will status. I have received, read, and understand the expectations for the successful performance of this job.

Job Title of Employee:	Date:
Signature:	