



Internal Job Posting Announcement

Date: 01/05/2026
Program: TRIO/Upward Bound
Job Title: Night Supervisor
Location: Carson-Newman University
FLSA Status: Non-exempt, Temporary, Full-time, 37.5 hrs. per week
Salary Grade: 14 (\$15.00/hr.)
Reports to: TRIO Director & Upward Bound Program Manager

Douglas-Cherokee Economic Authority, Inc. TRIO Program is currently seeking applicants for the TRIO Summer Program at Carson Newman University. This 6-Week Program is designed to provide students with a taste of the College experience.

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.

REQUIRED DATES:

May 21, 2026- Training Day

May 25th – June 26, 2026- Summer Program

July 6th - July 11, 2026 – Optional Summer Trip to NYC.

DUTIES AND RESPONSIBILITIES / ESSENTIAL JOB FUNCTIONS:

- Provide direct supervision of students and resident assistants
- 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 Manager
- Perform inclement weather/fire/other safety hazard 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

OTHER JOB RESPONSIBILITIES:

- Complies with all rules, policies and procedures of the agency and program
- Maintains confidentiality of participants and agency information
- This job may change at any time for any or no reason
- It is an essential function of this job to get along with others, to be civil toward others and not threaten anyone's safety, to be respectful of supervisors, co-workers, and all others
- Demonstrate professional behaviors and work habits that comply with agency and program policies and procedures to effectively accomplish program goals and objectives
- Does not discriminate in the provision of services and makes sure that no person is excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity, or benefit because of race, color, religion, gender (including sexual orientation and gender identity), age, citizenship, ethnicity, national origin, disability, marital status, genetic information, or veteran status unless those exclusions are based upon bone fide qualifications mandated by program service eligibility criteria
- Performs all other duties as required and assigned



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SUPERVISORY RESPONSIBILITIES: Supervises Resident Assistants.

ROLE QUALIFICATIONS:

Education and Experience Requirements:

- 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); or
- Be a recent college graduate who has obtained a bachelors degree in the last 18 months.
- No experience required; training provided.

Other Knowledge, Skills, and Abilities:

- 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.

WORK SITE: Carson-Newman University (Jefferson County, TN)

WORKING CONDITIONS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is regularly required to sit for extended periods; use hands and fingers, to handle or feel objects; and reach with hands and arms. The employee often is required to talk or hear. The employee is frequently required to stand, walk, and occasionally required to stoop or kneel. Specific vision abilities required by this job include close vision, distance vision, and ability to adjust focus. The employee must occasionally lift and/or move up to 25 pounds.

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:

- The noise level in the work environment is usually quiet to moderate but can sometimes be loud.

Equal Opportunity Employer

Application Deadline: Until the positions are filled.

To Apply: Send resume to Human Resources email: jcody@douglascherokee.org or mail to DCEA Human Resources, 534 East First North Street Morristown, TN 37814.