



# Job Posting Announcement

**Date:** 02/17/2026  
**Program:** TRIO/Upward Bound  
**Job Title:** Summer Program Assistant Director  
**Location:** Carson-Newman University  
**FLSA Status:** Non-exempt, Temporary, Full-time, 37.5 hrs. per week  
**Salary Grade:** 11. A (\$21.98/hr.)  
**Reports to:** TRIO Director & Upward Bound Program Manager

**POSITION SUMMARY:** The Summer Program Assistant Director is responsible for providing direct supervision and oversight of students and staff throughout all components of the summer program, ensuring student well-being in the areas of health, safety, morale, discipline, interpersonal relationships, and academic engagement. This is a residential position that requires the Summer Program Assistant Director to reside in and remain overnight within assigned dormitory housing from Sunday through Friday. In addition, the Summer Program Assistant Director will provide mentoring and instructional support during afternoon enrichment classes.

## REQUIRED DATES:

May 18, 2026- RA move-in at Carson Newman University  
May 18<sup>th</sup> - May 21, 2026- Training Week  
May 25<sup>th</sup> – June 26, 2026- Summer Program  
July 6<sup>th</sup> - July 11, 2026 – Optional Summer Trip to NYC.

## DUTIES AND RESPONSIBILITIES / ESSENTIAL JOB FUNCTIONS:

- Provide direct supervision and oversight of students
- Supervise all program staff in the absence of the TRIO Director and Program Manager
- Monitor and evaluate staff performance to ensure program standards are met
- Coordinate and oversee all evening program activities and functions
- Collaborate with night supervisors and serve as a liaison between evening and daytime staff
- Report program issues, incidents, and concerns to the TRIO Director in a timely and professional manner
- Reside in student dormitories to support student supervision and safety
- Instruct, supervise, and support students assigned to classes
- Maintain accurate records and complete required program documentation and reports
- Deliver instructional sessions that motivate positive student growth and promote constructive attitudes
- Implement effective classroom management strategies to support a productive learning environment

## 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,



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disability, marital status, genetic information, or veteran status unless those exclusions are based upon bona fide qualifications mandated by program service eligibility criteria

- Performs all other duties as required and assigned

**SUPERVISORY RESPONSIBILITIES:** Supervises advisers, resident assistants, night supervisors, and instructors.

## **ROLE QUALIFICATIONS:**

### **Education and Experience Requirements:**

- Bachelor's degree required OR a minimum of 85 college credit hours completed
- Must have a minimum of 3 years experience working with Upward Bound summer programming

### **Other Knowledge, Skills, and Abilities:**

- Be punctual, dependable, accurate, and thorough
- Some weekend work is required
- Overnight and/or extended travel in and out of state
- 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:** Applications will be accepted until March 3, 2026.

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