



Position Description

NIGHT SUPERVISOR

DEPT/PROGRAM: (TRIO) Upward Bound

REPORTS TO: TRIO Director & UB Program Manager

FLSA STATUS: Non-exempt, Temporary, Full-time

SALARY GRADE: 14

JOB TITLE: Supervisor 3

LAST REVISED: January 2023

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.

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

SUPERVISORY RESPONSIBILITIES:

Supervises Resident Assistants

ROLE QUALIFICATIONS:

Education 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)
- Be a recent college graduate

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

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.



Position Description

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:	