



RESIDENT ASSISTANT

DEPT/PROGRAM: (TRIO) Upward Bound

REPORTS TO: TRIO Director & UB Program Manager

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

SALARY GRADE: 14

JOB TITLE: Instructor 4

LAST REVISED: January 2024

POSITION SUMMARY Resident Assistants (RA's) will provide direct supervision of students during all aspects of the summer program and ensure the well-being of students in regard to health, safety, morale, discipline, interpersonal relationships, and academics. This is a residential position, requiring the RA to sleep and reside in their assigned dormitory housing Sundays through Fridays. Resident Assistants will also provide mentoring, tutoring, and instruction within afternoon enrichment classes.

DUTIES AND RESPONSIBILITIES / ESSENTIAL JOB FUNCTIONS:

- Provide direct supervision of students
- Reside in student dorms
- 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 managements skills
- Substitute for academic morning classes when needed

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:

Does not supervise any other staff members

ROLE QUALIFICATIONS:

Education Requirements

- Must 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.

Experience Requirement:

No experience required; training provided.

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.

REQUIRED DATES:

May 27, 2025 = RA move-in at Carson-Newman University.

May 27 – May 30, 2025 = Training Week

June 1 – July 3, 2025 = Summer Program

July 7 – July 11, 2025 = Optional Summer Trip



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:	