



POSITION TITLE	Dean of Student Advisement
EMPLOYMENT STATUS	Temporary, Summer 2020
TIME FRAME	Training & Onboarding: June 17 – June 20 Summer Challenge: June 21 – July 10 The Boarding Experience: July 12 – July 31
LOCATION	The Hill School in Pottstown, PA

New Jersey SEEDS is a privately funded, statewide, nonprofit organization dedicated to providing educational opportunities to academically talented, financially limited students. New Jersey SEEDS works with competitive, primarily independent, secondary schools to provide opportunities for highly motivated, academically qualified, and economically disadvantaged students.

The Summer Challenge Program (SCP) is open to approximately 125 New Jersey students each year. SCP is a residential program held at a boarding school campus which consists of daily classes in English, Math and History for three weeks during the summer following 7th grade. At the completion of the three weeks, selected students are invited to continue with the Scholars Program and participate in a twelve month program of classes, retreats, workshops and events.

The Capstone Experience (Capstone) is for approximately 95 NJ SEEDS Scholars and is the final phase of the 14 month Scholars Program. Capstone is a residential program held at a boarding school campus. The program consists of daily classes in English, Math and History for three weeks during the summer after 8th grade. Scholars can also participate in a variety of elective classes, leadership development workshops and sports activities as they ultimately prepare for the transition to private school life.

POSITION OBJECTIVES

The Dean of Student Advisement supervises ten (10) Student Advisors, trains them in Leadership Development, manages their schedules, and ensures that they are serving as strong role models for Scholars. The Dean works closely with the Dean of Studies and Dean of Residential Life and Student Affairs to manage Student Advisors' schedules and work load.

PRIMARY RESPONSIBILITIES INCLUDE:

- Participate in pre-planning meetings in the spring and post wrap-up meetings in late summer/early fall (dates to be determined)
- Attend a four day pre-summer training starting June 17
- Create and directly manage the daily schedule of all Students Advisors
- Lead ongoing Leadership Development training workshops for all Student Advisors
- Address Student Advisor issues and concerns as they arise
- Assist Dean of Residential Life and Student Affairs with weekend recreational activities
- Assist Dean of Studies with study hall responsibilities
- Report Scholar issues and concerns as they arise
- Supervise dorms on a rotational basis with Dean of Residential Life and Student Affairs

- Attend daily check-in meetings with Deans
- Recommend top scholars for admission into Scholar Academy Saturdays (“Phase II”)

EXPERIENCE AND SKILLS

- Must have at minimum a Bachelor Degree
- Must possess excellent project management skills
- Must be excellent at analytical thinking and problem solving
- Must have excellent oral and written communication skills
- Must have leadership training experience

ADDITIONAL EXPECTATIONS:

- Be accessible throughout the academic day
- Interface with families as needed
- On-site resident for the length of the entire program
- Additional duties as needed

STIPEND:

- \$6,975

DEADLINE: May 2020

Those interested in applying for this position should send a resume and cover letter to the following address:

New Jersey SEEDS
ATTN: Imani K. Gilliam
Director, Programs
494 Broad Street
Newark, NJ 07102

or

igilliam@njseeds.org

NO PHONE INQUIRIES