



POSITION TITLE	Dean of Student Advisement
EMPLOYMENT STATUS	Temporary, Summer 2021
TIME FRAME	June 28 through July 30, Monday through Friday
LOCATION	Drew University, Madison, NJ

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

**The College Scholars Program** was announced in April 2015 as an immersion experience designed to reach three times as many students in a wider geographic area than SEEDS' previously existing high school academic initiative. College Scholars participate in academic classes each Saturday during the spring of students' eleventh-grade year, and throughout the twelfth-grade. In addition, students take part in a three-week residential session during the summer before their senior year in high school.

#### POSITION OBJECTIVES

The Dean of Student Advisement supervises four (4) Student Advisors, trains them in Leadership Development, manages their schedules, and ensures that they are serving as strong role models for students. The Dean also oversees and manages all extracurricular affairs as they relates to the students, including but not limited to meals and recreational activities. He/she works closely with the Head of School (Programs Officer) and Dean of Studies to manage the collegiate experience for the rising seniors in the program.

#### PRIMARY RESPONSIBILITIES INCLUDE:

- Create and directly manage the daily schedule of all Students Advisors
- Manage transportation needs for summer program classes
- Serve as a point of contact for all families enrolled in summer program
- Lead ongoing Leadership Development training workshops for all Student Advisors
- Address Student Advisor issues and concerns as they arise
- Manage all extracurricular affairs which include all meals and recreational activities
- Report Scholar issues and concerns as they arise
- Attend daily check-in meetings with Deans

#### 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
- Additional duties as needed

**STIPEND:**

- \$6,500

Those interested in applying for this position should send a resume and cover letter to Imani K. Gilliam, Director, Programs at [igilliam@seedsaccess.org](mailto:igilliam@seedsaccess.org).

NO PHONE INQUIRIES