



POSITION TITLE	College Scholar Program (CSP) Summer Dean of Studies
EMPLOYMENT STATUS	Temporary, Summer 2022
TIME FRAME	June 24 th – July 15 th
LOCATION	Hobart & William Smith Colleges (Geneva, NY)

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, 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. The CSP summer program is a 14-day residential program held at Hobart and Smith Colleges in Geneva, NY.

POSITION

Oversees and manages all academic related affairs as they relate to teachers and Scholars. The Dean works closely with the other Deans to ensure all Scholars are meeting the program requirements and student concerns are being addressed.

The CSP Summer Dean of Studies will work from 8:30am to 5:00pm Monday through Saturday. However, s/he will be on duty 24 hours per day in case of emergency. It will be expected that the CSP Summer Dean of Studies will start work 3 days before the opening of the program.

PRIMARY RESPONSIBILITIES

- Participate in pre-planning meetings in the spring and post wrap-up meetings in late summer/early fall (dates to be determined)
- Attend pre-summer training
- Manage schedules of academic program and all faculty members
- Coordinate, schedule, and lead faculty meetings as needed (at least once a week)
- Direct and monitor the Study Hall Program
- Oversee submission of progress reports by teachers for all College Scholars
- Manage classroom substitution needs when applicable
- Handle distribution and collection of all classwork materials
- Supervise teachers and work in collaboration with all Student Advisors, College Scholars, and

- volunteers/guests
- Visit classrooms on a daily basis to observe teachers and track curriculum
- Assess individual faculty members and communicate observation to the Dean of Programs and Programs Officer on a regular basis and at the end of the program
- Track academic progress of all College Scholars and report any concerns to Programs Officer and/or Dean of Programs
- Attend daily check-in meetings with Deans
- Other duties as assigned

EXPERIENCE AND SKILLS

- Minimum of ten years' experience working in a management role in an educational institution
- Experience working with high school students is a plus
- Must have graduated from a four-year college/university
- Ability to function as a member of a diverse team
- Excellent analytical and problem-solving skills
- The ability to prioritize multiple tasks
- The ability to communicate well with a diverse set of individuals
- A valid driver's license and access to a car
- A willingness to try new solutions and evaluate their effectiveness

WORKING CONDITIONS

- The position requires work on weekends and evenings
- The position requires use of a personal vehicle for business purposes (reimbursed)
- The position requires use of a personal cell phone (reimbursed)
- The ability to work in a fast paced, ever-changing array of roles and responsibilities

Stipend

- \$3,755.00
- Lodging and Meals are provided

DISCLAIMER

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so assigned. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

Those interested in applying for this position should send a cover letter and resume to Naima Ricks, Director of Programs, at nricks@seedsaccess.org