



POSITION TITLE	Dean of Student Advisement & Residential Life
EMPLOYMENT STATUS	Temporary, Contract - Summer 2024
TIME FRAME	Training and Orientation: June 19 – June 22 Collegiate Experience: June 23 – July 12
LOCATION	Location TBA (outside of state of New Jersey)

SEEDS – Access Changes Everything (formerly New Jersey SEEDS) 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' 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 & Residential Life supervises six (6) Student Advisors, trains them in Leadership Development, manages their schedules, and ensures that they are serving as strong role models for the Scholars. The Dean also oversees and manages all residential affairs as they relates to the College Scholars, including but not limited to dormitory life, 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 within the program.

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 three-day pre-summer training beginning June 19
- Create and directly manage the daily work schedule of all Students Advisors
- Lead ongoing Leadership Development training workshops for all Student Advisors
- Address Student Advisor issues and concerns as they arise
- Manage all residential life affairs which include dormitory life, all meals, and weekend recreational activities
- Create dormitory room assignments for all College Scholars and Student Advisors

- Plan and execute weekend recreational activities, which include but are not limited to movie night, socials, and field day
- Report College Scholar issues and concerns as they arise
- Assist Dean of Studies in study hall program
- Attend daily check-in meetings with Deans

EXPERIENCE AND SKILLS

- Must have at minimum a Bachelor Degree
- Must have experience managing college residential life
- 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:

- \$4,500 subject to tax withholdings
- Room and board provided

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

SEEDS – Access Changes Everything
ATTN: Maralyn Baez
HR, Manager
mbaez@seedsaccess.org

NO PHONE INQUIRIES