



POSITION TITLE	Dean of Residential Life & Student Affairs
EMPLOYMENT STATUS	Temporary, Contract - Summer 2024
TIME FRAME	Training & Onboarding: June 19 – June 22 The Summer Challenge: June 23 – July 12 The Capstone Experience: July 14 – Aug 2
LOCATION	The Masters School (Dobbs Ferry, NY)

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 Summer Challenge Program (SCP) is open to approximately 130 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 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 Residential Life & Student Affairs oversees and manages all residential affairs as they relates to the Scholars, including but not limited to dormitory life, meals and recreational activities. The Dean works closely with the Dean of Studies and Dean of Student Advisement to ensure all Scholars are excelling within the program and student concerns are being addressed reporting into the Programs Officer (Head of School).

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 a four-day pre-summer training starting June 19

- Manage all residential life affairs which include dormitory life, all meals and weekend recreational activities
- Create dormitory room assignments for all Scholars and Student Advisors
- Plan and execute weekend recreational activities, which include but are not limited to movie night, socials, and field day
- Report Scholar issues and concerns as they arise
- Recommend top Scholars for admission into Scholar Academy Saturdays (“Phase II”)
- Attend daily check-in meetings with Deans

EXPERIENCE AND SKILLS

- Must have at minimum a bachelor’s degree with demonstrated extracurricular leadership experience
- Must have experience managing dormitory life at the collegiate or independent school level
- Must possess excellent project management skills
- Must be skilled in crisis management and problem solving
- Must have excellent oral communication skills

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:

- \$7,200 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