



POSITION TITLE	Dean of Student Advisement
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 Student Advisement supervises ten 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 works closely with the Dean of Faculty and Dean of Residential Life & Student Affairs to manage Student Advisors' schedules and workload reporting directly into the Programs Officer (Head of School).

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 19
- Create and directly manage the daily work schedule of all Students Advisors

- Lead ongoing Leadership & Professional Development 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’s 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:

- \$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