



POSITION TITLE	Site Dean, College Scholars Program
LOCATION	The College of New Jersey (Ewing, NJ)
EMPLOYMENT STATUS	Contract/Temporary
TIME FRAME	Saturdays, February 2025 – June 2025

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. Throughout the 17-month program, College Scholars receive intensive academic, college application, and social supports so that they can be accepted to and succeed in highly competitive colleges and universities.

POSITION: The **Site Dean** has two primary responsibilities. First, he/she manages the overall operation of one site. Second, to support the Programs & Placement Teams particularly in the college identification process. Third, to evaluate, report on and respond to student strengths, weaknesses and needs.

PRIMARY RESPONSIBILITIES:

- Manage student attendance
- Manage logistics for volunteers, tutors, Breakfast Brigades, and staff/donor visits
- Manage faculty attendance/substitutions
- Supervise Scholars loading and unloading onto buses
- Supervise Scholars during lunch period

- Distribute and oversee the administration of the practice ACT
- Address and report discipline concerns to Programs
- Follow up with Scholars as needed by Programs
- Ensure that facilities and grounds are treated with respect by both Scholars and site faculty
- Ensure that materials are returned to their proper places
- Attend and assist Programs with special events as necessary (Mock Interviews, College Day, etc.)
- Maintain ongoing curriculum evaluation and development to meet needs of students

ADDITIONAL EXPECTATIONS:

- Review, correct and comment upon written assignments, exams and projects in timely fashion.
- Attend faculty meetings as scheduled by Programs
- Keep detailed comments about each Scholar
- Additional duties as needed

EXPERIENCE AND SKILLS:

- Expert level mastery of subject area
- Expert level written and oral skills
- Teaching experience in a rigorous academic environment, including work with highly capable students
- Demonstrated talent in the instruction of students with varied learning styles and levels of mastery
- Preference will be given to candidates who have leadership experience in humanities, youth advising or youth development.

SALARY:

- \$250 per Saturday; paid monthly

Those interested should email resume and cover letter with the subject line "CSP Site Dean"

to: jobs@seedsaccess.org

NO PHONE INQUIRIES