



<b>POSITION TITLE</b>	<b>Dean of Student Advisement</b>
<b>EMPLOYMENT STATUS</b>	Temporary, Contract - Summer 2025
<b>TIME FRAME</b>	Training & Onboarding: June 18, 2025 – June 21, 2025 The Collegiate Experience: June 22, 2025 – July 11, 2025
<b>LOCATION</b>	Bucknell University (Lewisburg, PA)

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**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 (CSP)** 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 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 Programs.

#### **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 18
- 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 and evening 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:**

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

Those interested in applying should send a cover letter and resume with the subject line as "Dean of Student Advisement – College Scholars Program – Summer 2025" to the following email address:

[jobs@seedsaccess.org](mailto:jobs@seedsaccess.org)

**NO PHONE INQUIRIES**