



POSITION TITLE	Dean of Residential Life & Student Affairs
EMPLOYMENT STATUS	Temporary, Contract - Summer 2025
TIME FRAME	Training & Onboarding: June 18, 2025 – June 21, 2025 The Collegiate Experience: June 22, 2025 – July 11, 2025
LOCATION	Bucknell University, Lewisburg, PA

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 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 Programs.

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 18
- 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:

- \$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 Residential Life & Student Affairs – College Scholars Program – Summer 2025" to the following email address:

jobs@seedsaccess.org

NO PHONE INQUIRIES