



**POSITION TITLE**

**Dean of Studies**

The Collegiate Experience

**EMPLOYMENT STATUS**

Temporary, Contract – Summer 2025

**TIME FRAME**

June 21 through July 10 2026

**LOCATION**

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.

The College Scholars Program (CSP) began 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’ 11th-grade year, during the summer between 11th and 12th grade, and through the end of 12th grade.

**POSITION**

The Dean of Studies oversees and manages all academic and related affairs as they relate to teachers and scholars. The Dean works closely with the Head of School (Programs Officer), Dean of Student Advisement & Residential Life to ensure all College Scholars are meeting the program requirements and student concerns are being addressed.

**PRIMARY RESPONSIBILITIES**

- Participate in pre-planning meetings in the spring and wrap-up meetings in late summer/early fall (dates to be determined)
- Attend a three-day pre-summer training beginning June 17
- Manage the academic schedule, including individual faculty schedules
- Coordinate, schedule, and lead faculty meetings 2-3 times per week
- Direct and manage the Study Hall for College Scholars
- Oversee submission of mid-session and final progress reports by teachers for all College Scholars
- Manage instructor substitution needs when applicable
- Handle distribution and collection of all textbooks and other materials
- Supervise teachers and work in collaboration with all Deans and Student Advisors
- Visit classrooms on a regularly to observe teachers and track progress

- Assess individual faculty members and offer feedback to SEEDS staff at the program's conclusion
- Track academic progress of all College Scholars and report any concerns
- Act as an on-campus liaison for the Director of Academics
- Attend daily check-in meetings with Deans + Programs Officers

#### EXPERIENCE AND SKILLS

- Master's degree in Education or a related field a plus
- Excellent project management skills
- Excellent analytical thinking and problem-solving skills
- Clear and consistent oral and written communication
- Must have an understanding of SEEDS, its mission, and program offerings

#### ADDITIONAL EXPECTATIONS

- Be accessible throughout the academic day
- Reside on site for the length of the entire program
- Review, correct, and comment on written assignments when substituting or when students ask for more support
- Additional duties as needed

#### STIPEND

- \$5,000 subject to tax withholdings
- Room and board provided

Those interested in applying should send a cover letter and resume with the subject line "CSP Dean of Studies" to the following email address:

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

NO PHONE INQUIRIES