



POSITION TITLE	Site Dean
EMPLOYMENT STATUS	Contract/Temporary
PROGRAM DATES	Saturdays, September 2026 – June 2027
LOCATION(S)	The College of New Jersey (Ewing, NJ)
COMPENSATION	\$350 per Saturday

ABOUT SEEDS

SEEDS – Access Changes Everything (founded in 1992 as NJ SEEDS) is a privately funded, nonprofit organization. We change the lives of motivated, high-achieving students from households with limited means by transforming their educational opportunities.

SEEDS' programs include advanced academic classes, cultural enrichment opportunities, and leadership training to prepare students for placement at exceptional educational institutions where they can realize their full potential. We encourage our alumni to be leaders who give back to the community. With more than 200 students per year and more than 3,400 graduates, every member of SEEDS' 25-person main office staff and 75-person site staff understands how their work contributes to students' success every day.

The College Scholars Program was launched 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 their twelfth-grade year. In addition, students take part in a three-week residential experience during the summer before their senior year in high school. Throughout the 17-month program, College Scholars receive intensive academic, college application, and social support so that they can be accepted to and succeed in highly competitive colleges and universities.

POSITION OBJECTIVES

The Site Dean is responsible for the overall operation of an assigned site. The role has two primary objectives:

1. Support the Programs & Placement Teams particularly in the college identification process;
2. Monitor, evaluate, report on, and respond to student strengths, weaknesses, and developing needs.

PRIMARY RESPONSIBILITIES:

- Manage student attendance
- Manage logistics for volunteers, 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 Team
- Follow up with Scholars as needed by Programs Team
- 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 Team with special events as necessary (Mock Interviews, College Day, etc.)
- Maintain ongoing curriculum evaluation and development to meet needs of students
- 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

QUALIFICATIONS

- 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

COMPENSATION:

- \$350 per Saturday; paid monthly; subject to all applicable tax-withholding and other required deductions

HOW TO APPLY: Those interested should email resume and cover letter with the subject line “CSP Site Dean” to: jobs@seedsaccess.org

NO PHONE INQUIRIES