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| POSITION TITLE | Dean of Residential Life and Student Affairs |
| EMPLOYMENT STATUS | Temporary, Summer 2019 |
| TIME FRAME | Training & Onboarding: June 19 – June 22 Summer Challenge: June 23 – July 12 The Boarding Experience: July 14 – Aug 2 |
| LOCATION | The Hill School in Pottstown, PA |

New Jersey SEEDS is a privately funded, statewide, nonprofit organization dedicated to providing educational opportunities to academically talented, financially limited students. New Jersey SEEDS works with competitive, primarily independent, secondary schools to provide opportunities for highly motivated, academically qualified, and economically disadvantaged students.

The Summer Challenge Program (SCP) is open to approximately 125 New Jersey students each year. SCP is a residential program held at a boarding school campus. The program consists of daily classes in English, Math and History for three weeks during the summer following 7th grade. At the completion of the three weeks, selected students are invited to continue with the Scholars Program and participate in a twelve month program of classes, retreats, workshops and events.

The Capstone Experience (Capstone) is for approximately 95 NJ SEEDS Scholars and is the final phase of the 14 month Scholars Program. Capstone is a residential program held at a boarding school campus. The program consists of daily classes in English, Math and History for three weeks during the summer after 8th grade. Scholars can also participate in a variety of elective classes, leadership development workshops and sports activities as they ultimately prepare for the transition to private school life.

POSITION OBJECTIVES

The Dean of Residential Life and 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.

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 19
- 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 Bachelors Degree with demonstrated extracurricular leadership experience
- 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:

- \$6,975

DEADLINE: April 2019

Those interested in applying for the position should send a cover letter and resume to the following address:

New Jersey SEEDS
ATTN: Imani K. Gilliam
Dean of Programs
494 Broad Street
Newark, NJ 07102

or

igilliam@njseeds.org

NO PHONE INQUIRIES