

# Assistant Dean

**Dates (in person):** June 22, 2026 - July 26, 2026

**We are seeking enthusiastic, creative people who enjoy working as a team and are excited to help ignite our middle school students' curiosity and create an inclusive, safe, and joyful campus community.**

## About the Program

EXPLO Middle School is a 4-week summer program for students who are currently in grades 6-8. It includes two 2-week sessions taking place at Wellesley College in Wellesley, Massachusetts, USA. Students will either participate in EXPLO 360°, in which they will take a variety of classes over their two weeks, or in one of our Focus programs — Veterinary Science or Medical Rotations. Classes will be taught by subject-area experts and professional teachers, and Advisors will facilitate activities, events, and all other parts of the campus community experience.

## The Opportunity

The Assistant Dean is a member of the Office of Student Life, the summer team charged with creating community on campus and ensuring that students (both day and boarding) have both a safe and joyful experience while at the Program. The work of the Student Life Office includes, but is not limited to: student housing assignments, roommate/hallmate conflicts, personal and emotional issues, health concerns, monitoring safety of activities and behaviors at the Program in general, maintaining community standards and implementing discipline, acting as a liaison with students' families. The Assistant Dean will provide direct supervision and support to a team of Residence Directors (RDs), who, in turn, manage Advisors.

## **Assistant Dean Responsibilities**

- Supervise, support, and provide regular feedback to Residence Directors and Advisors, fostering a collaborative and productive work environment.
- Assign and ensure completion of daily administrative tasks to maintain smooth running of the Office of Student Life and residential life at the Program.
- Interact with students and families as necessary about student health, safety, issues, questions, or concerns, in person and via telephone and written communications.
- Assist the Dean of Students with planning, facilitating, and attending staff meetings relating to the Office of Student Life operations.
- Assist the Dean of Students with planning and facilitating professional development opportunities at the Program for Office of Student Life staff, including orientation and training.
- Serve in a senior leadership position, collaborating with Directors in other offices.
- Live on campus and support operational and programmatic tasks, as needed, that are necessary to the success of the Program.

## **Dates, Compensation + Benefits**

- This is a 5-week seasonal position. A multi-day, on-campus, in-person training and orientation will start on Monday, June 22, 2026. Dates for pre-season, remote coaching are flexible, and will be discussed as part of any job offer.
- Compensation for this role is up to \$7,000, based on relevant training and experience.
- Room and board are provided for the duration of the Program.

## **About You**

- You have earned, at minimum, a bachelor's degree, or have the equivalent post-secondary school experience, by the start of the Program.
- You are excited to work with middle school students and a cohort of college students who serve as Advisors.
- You are hoping to practice and learn about leadership by joining the Office of Student Life team.
- You are able to live and work on campus for the duration of the Program.
- You are authorized to work in the United States, and/or have the ability to obtain authorization by the start of the Program.

## Physical Requirements and Work Environment

- This position will require staff members to occasionally assist with a variety of physical tasks, including carrying signage and supplies, event set-up and tear-down, and standing or walking for prolonged periods of time during events; responsibilities before students arrive will include setting up both indoor and outdoor spaces.
- The Wellesley College campus is large and spread out, and we will be using spaces throughout the campus. Because of this, days will include significant amounts of walking.

*EXPLO will make reasonable accommodations under the Americans with Disabilities Act that would enable employees to perform the essential functions of their job.*

*Accommodations must be requested in writing prior to the summer.*

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**To apply, please complete [the application here](#).** You may also send questions to [faculty\\_hiring@explo.org](mailto:faculty_hiring@explo.org).

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*EXPLO is an equal opportunity employer. We have a clear vision: to be an organization that attracts a diverse mix of talented people to come and do their best work. We are building a team that values diversity and belonging. EXPLO, as a part of the Exploration School, does not discriminate on the basis of physical handicap, sex, race, creed, color, sexual orientation, gender identity, age, marital status, or national or ethnic origin in administration of its educational policies, admissions, scholarships, or other social programs. It affords all students the rights and privileges that are generally made available at the School.*