

# Residence Director

**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

Residence Directors are members of the Office of Student Life, the summer team charged with creating community on campus and ensuring that students have both a safe and joyful experience while at the program. Residence Directors work with the Dean and Assistant Dean to oversee all aspects of dorm and student life, including student conduct, discipline, health, and safety. They supervise and provide support for Advisors as they mentor their student advising groups. Residence Directors also spend a significant amount of time communicating with caregivers, both via email and on the phone, regarding student experiences at the program. In addition to their primary job responsibilities, Residence Directors will perform a variety of other tasks that contribute to the program's success, which include chaperoning weekend trips, supervising students throughout campus and the town of Wellesley, and assisting with event setup.

## **Residence Director Responsibilities**

- Supervise, advise, support, and provide regular feedback to staff, including a group of Advisors.
- Support students as they navigate social and emotional challenges; establish and maintain a healthy, safe, and engaging residential life environment.
- Communicate proactively with caregivers to share student experiences, challenges, and progress; partner with caregivers of students to support their child when the need arises.
- Effectively and justly respond to student behaviors and actions when they are not aligned with community expectations.
- Assist the Dean and Assistant Dean with the coordination, planning, and implementation of student life initiatives and campus policies.
- Assist the Office of Student Life with operational tasks such as handling student mail, serving as a liaison between the program and college maintenance staff, and ensuring that student birthdays are celebrated.
- Provide leadership in all aspects of the summer program, including off-campus trips, activities, workshops, and evening events.
- 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, residential, seasonal position, with required on-campus, in-person training and orientation prior to the arrival of students.
- Compensation for this role is \$5,000.
- 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 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. In addition, weekend trips may also include walking tours and similar demands.

*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.*