

Assistant Dean

On Campus • Room + Board Provided

EXPLO Middle School at Wellesley College
Wellesley, MA

Dates (in person): June 21, 2027 – July 25, 2027

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 EXPLO Middle School

EXPLO Middle School is the leading enrichment program for middle schoolers, inspiring students ages 12 to 14 (currently in grades 6-8) since 1977. Our four-week summer program runs as two 2-week sessions at Wellesley College, just outside Boston, with day and residential options. In EXPLO 360°, students design their own program from dozens of hands-on workshops and electives. In our Focus programs, Veterinary Science and Medical Rotations, they dig deep into one field. Instructors spark curiosity and bring classes to life. Advisors build belonging, running the activities, events, and trips that turn a campus into a community. They are supported by experienced academic, student life, and operations leaders who provide coaching, feedback, and guidance throughout the summer.

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 Assistant Dean reports to the Dean of Students and helps lead the office. 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, and acting as a liaison with students' families.

As a direct supervisor of a team of Residence and Day Directors, the Assistant Dean provides regular coaching and feedback to help each Director grow as a leader. Because Directors in turn supervise and coach their own teams of Advisors, the Assistant Dean plays a central role in the quality of support and feedback that staff receive across the Office of Student Life.

Assistant Dean Responsibilities

- Work closely with the Dean of Students to lead the Office of Student Life, and step in to lead when the Dean is unavailable.
- Directly supervise a team of Residence and Day Directors, setting clear expectations and holding regular one-on-one check-ins and group meetings.
- Provide ongoing coaching and feedback to help Directors grow as leaders and effectively supervise, coach, and give feedback to their own teams of Advisors.
- Support Directors in guiding Advisors through challenges, fostering a collaborative and productive work environment across the Office of Student Life.
- 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.

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.
- Preference will be given to candidates with experience supervising, coaching, or mentoring others.
- 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 eager to coach and develop a team of Directors, and you welcome feedback on your own leadership.
- 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.

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 21, 2027.
- Ahead of the summer, the Assistant Dean completes required remote training, which includes a combination of individual sessions and team meetings. Individual sessions are scheduled flexibly; team meetings are scheduled at set times based on group availability.
- The Assistant Dean receives one-on-one professional development tailored to their needs, focused on building skills in leading, coaching, and supervising staff.
- Compensation for this role is up to \$7,250, based on relevant training and experience.
- Room and board are provided for the duration 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. Please contact us to discuss an accommodation request.

Application Process

To apply and learn more, visit [EXPLO's Faculty & Staff Hiring page](#). Questions may be directed to faculty_hiring@explo.org.

Selected candidates will be contacted for interviews on a rolling basis. **Early applications are encouraged.**

EXPLO, as part of Exploration School, is an Equal Opportunity Employer committed to building a diverse team and a workplace that values inclusion and belonging. We do not discriminate against applicants or employees on the basis of race, color, religion, sex, sexual orientation, gender identity, national or ethnic origin, disability, protected veteran status, age, marital status, or any other characteristic protected by law.