Harvard Summer School seeks assistant deans for the summer session in 2018. Assistant deans are needed in the Secondary School Program (SSP) to serve high school sophomores, juniors and seniors, and in the General Program (GP) to serve students of college age and older.

QUALIFICATIONS
The position requires mature judgment and administrative competence in leading a staff of 10-20 Summer School proctors and overseeing the safety and social interaction of 200-400 students. Successful applicants will have leadership experience in a university residential setting.

POSITION DESCRIPTION
Harvard Summer School Assistant Deans (ADs) oversee residential life in a House or a portion of the Yard during the seven-week summer session. Secondary School Program ADs hold office hours in the SSP office from 9-5 weekdays and are on call on designated evenings and weekends. General Program ADs hold office hours as needed in their own quarters and are also on call on evenings and weekends. ADs assist in interviewing proctor candidates (Harvard undergraduate or graduate students, and Harvard alumni/ae) in February, participate in Staff Orientation in June, serve on the Deans Council during the summer, supervise various Summer School, GP, and SSP activities, and prepare disciplinary cases for the Deans Council and the Administrative Board as needed.

ADs are in residence between June 13 and August 11. SSP ADs report to the Director of the Secondary School Program and are paid $6,250 plus room and board. General Program ADs report to the Dean of Students and are paid $4,750 plus room and board.

Applicants apply for either the SSP or GP Assistant Dean position, not both. Applicants for SSP Assistant Dean should indicate interest and experience in guiding secondary school students, while applicants for GP Assistant Dean should indicate background in college and adult leadership, with an emphasis on cross-cultural communication (most GP residential students are from foreign countries).

APPLICATION
A letter of application and curriculum vitae detailing administrative and group leadership experience (at Harvard and/or elsewhere) should be mailed or carried to Harvard Summer School Assistant Dean Search, Attention Kimberly Calnan, 1100 Massachusetts Avenue, 3rd Floor, Cambridge, MA 02138 by Wednesday, January 3. Letters of reference are not needed. Please indicate on the envelope whether you are applying for the Secondary School Program or General Program position. Interviews and final selection will be carried out in January.