

# Yale Summer Session

**Job Title:** Yale Summer Session Assistant Residential Director for Finance

**Description:** Under the direction of the YSS Business Manager, the Head of Summer Colleges (HSC), and the Head Residential Director (HRD), the YSS Assistant Residential Director for Finance (ARD - F) ensures that YSS funds are properly budgeted and efficiently and effectively utilized to achieve YSS's residential mission. The ARD - F reconciles all purchases in Workday with oversight from the YSS Business Manager. The ARD - F also performs these functions for the First-Year Scholars (FSY) at Yale Program. The ARD - F is a core part of the Summer Colleges team and participates broadly in the Residential Life program. This position gives the ARD - F the opportunity to work alongside the Residential Directors in their work, gaining experience that will be valuable in a potential future role as a Residential Director or in similar leadership/management positions.

**Responsibilities:**

1. Creates a detailed budget for the YSS Residential Life (ResLife) program and updates it throughout the summer.
2. Reconciles all expenses for YSS and FSY ResLife.
3. Ensures YSS purchases are fiscally responsible and coaches ResLife staff in the principles of fiscal responsibility.
4. Maintains YSS tax exemption documentation and ensure purchases are tax exempt.
5. Produces a detailed budget presentation at the end of the summer showing how YSS ResLife funds were utilized over the summer.
6. Follows and enforces Yale College business practices.
7. Ensures all university and YSS policies and procedures are followed.
8. Manages the credit card payment system for the Buttery and trips.
9. Helps lead YSS off-campus trips as the Yale purchasing card holder.
10. Assists the Head RD with setting up the Summer Residential Office in the college at the beginning of the summer and closing the office at the end of the summer.
11. Attends weekly residential life leadership team meetings.
12. Attends senior staff meetings (generally Thursday evenings).
13. Attends general staff meetings (generally Sunday evenings 8:00 pm).
14. Assists residential directors in their duties, such as on-call, office, and curfew duties, not more than several times per week.
15. Helps organize and attend the final end-of-summer event for ResLife Staff.
16. Participates in community building and keeps open lines of communication.
17. Conducts themselves in a way that models the behavior expected of the students in the college.
18. May perform other duties as assigned.

**Required Education and Experience:** Prior supervisory experience preferred. Prior experience working with a budget is highly preferred. Prior experience working for Yale Summer Session Residential Life is preferred.

**Compensation:** The Assistant Residential Director for Finance is given free room and board for the orientation period and the ten weeks of the program, plus a tuition reduction for the equivalent of one summer course credit. If the ARD - F decides not to enroll in a summer course, this tuition reduction cannot be converted into a stipend. The ARD - F will also receive a stipend of \$3750.

**Additional Information:** The ARD - F will be expected to begin the training and planning work for this position during the month of May, after the conclusion of Final exams and before YSS Residential Life Staff arrive on campus.

Residential Life staff must attend mandatory training sessions before the summer classes begin, and must be on campus at Yale by 4:00 pm, Thursday, May 23, 2024, for the start of training. Training starts on Thursday evening and is held all day on Friday and Saturday, ending with the first move-in of counselees on Sunday. **This training cannot be missed, made up, or sacrificed due to conflicts with other programs' commitments or training sessions.** Inability to make the training sessions will result in the forfeiture of the position. Residential life staff duties continue through Sunday, August 4, 2024.

This position is expected to work ad hoc, virtually, for two weeks after staff moveout (Monday, August 19, 2024) to finish processing receipts and to prepare the end of summer budget presentation. The summer budget presentation should be delivered to the Assistant Director of Yale Summer Session by Monday, August 19, 2024.

Residential Life staff may only take one course per each five-week Session. Any more coursework may only be undertaken with the written permission of the HSC.

**General Conduct Statement:** Yale Summer Session is an academic community dedicated to the advancement of learning and abides by similar guidelines detailed by Yale College's Undergraduate Regulations as follow: 1) All staff and students should be committed to protecting free expression and peaceful dissent and to preserving mutual respect and charitable relations among all members of the Summer Session community. 2) Physical restriction, coercion, or intimidation of any member of the YSS community is contrary to the basic principles of the University. 3) Violations of these principles may result in immediate and permanent separation from Yale Summer Session.