

# Yale Summer Session

**Job Title:** Yale Summer Session Assistant Residential Director for Special Programs

**Description:** Reporting to the Head of Summer Colleges (HSC) and the Head Residential Director (HRD), the Assistant Residential Director for Special Programs (ARD - SP) provides crucial logistical, project management, and operational support to Yale Summer Session's special programs. YSS's special programs are defined, for the purpose of this job description, as the Yale Writers' Workshop, Summer Drama Program, English Language Institute, and Residential Life Program. This position gives the ARD - SP 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. The ARD - SP works closely and collaboratively with the Program Coordinator for International Students and the YWW (PC) and Assistant Director (AD) of Yale Summer Session.

**Responsibilities:**

1. Become familiar with the YSS staff and liaisons from Yale Conferences and Events (YC&E).
2. Assists the AD with setup for the Residential Life program for two weeks before the residential life staff arrives.
3. Plans the procedures for YSS Session A and Session B move-in and move-out & communicates the plan with the RDs. Helps the RDs with execution of the plan.
4. Assists with the YSS end-of-summer Residential Life program shut down.
5. Prepares for the Yale Writers' Workshop with the PC.
6. Assists the PC with the execution of the Yale Writers' Workshop.
7. Chaperones the University Preparation for High School Students program trips.
8. Assists with the English Language Institute events as needed.
9. Assists with the Summer Drama program as needed.
10. May perform other duties as assigned.
11. Completes Yale purchasing card training.
12. Ensures all Yale University and YSS policies and procedures are followed.
13. Attends mandatory general staff meetings (generally Sunday evenings at 8:00 pm).
14. Attends weekly Residential Life leadership meeting.
15. Attends the final end-of-summer event for residential life staff.
16. Conducts themselves in a way that models the behavior expected of the students in the college.
17. Assists residential directors in their duties, such as on-call, office, and curfew duties, not more than several times per week.
18. May perform other duties as assigned.

**Preferred Experience:** Prior experience working for Yale Summer Session Residential Life is preferred.

**Required Education and Experience:** Any currently enrolled Yale sophomore, junior, senior, or graduate student in good academic standing or any Yale alumnus is eligible to apply. The ideal candidate will have spent at least two years in a residential college. Applicants should be mature students who enjoy working with others and who feel committed to the intellectual and social values of residential college life. The job also requires resourcefulness, integrity, creativity, good judgment, and energy. Previous YSS counseling experience is a plus.

**Compensation:** The Assistant Residential Director for Special Programs 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 - SP decides not to enroll in a summer course, this tuition reduction cannot be converted into a stipend. The ARD - SP will also receive a stipend of \$3750.

**Additional Information:** The ARD - SP 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.

To be effective in their work, residential life staff should be familiar with the academic, dormitory, and dining hall regulations of Yale Summer Session. The residential life staff pledge to uphold these regulations and ensure that Summer Session students comply with them as well. This obligation is especially strong with regard to monitoring the protection of personal and university property, the residents' right to safety and quiet, and the legal control of alcohol and other drugs.

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.