

Yale Summer Session

Job Title: Yale Summer Session Assistant Residential Director for Trips & Activities

Description: Reporting to the Head of Summer Colleges (HSC) and Head Residential Director (HRD), the Yale Summer Session Assistant Residential Director for Trips & Activities (ARD - TA) cultivates a lively atmosphere and manages all activities and events for students in YSS programs. The ARD - TA will plan a robust calendar of activities and events, purchase tickets, organize transportation, publicize events, coordinate sign ups, and collect money from students for trips. The ARD - TA will work with the HSC and the Residential Directors (RDs) to organize the Residential Counselors (RCs) to lead and participate in activities, as well as personally lead and participate in some activities. The ARD - TA is a core part of the Summer Colleges team and participates broadly in the Residential Life program. This position gives the ARD - TA 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 a similar leadership/management position.

Responsibilities:

1. Chairs the Activities Committee, which is composed of all residential counselors. The ARD – TA and RDs may choose to arrange the committees differently, but it is recommended that the Activities Committee contain subcommittees for the following areas: Intramurals, Big Events (there may be several Big Events subcommittees), Weeknight Events (there may be several weeknight event subcommittees), and Local Trips (i.e. trips that are close to campus and do not require chartered buses). RDs may chair the subcommittees, providing logistical support.
2. Ensures that there is at least one large event on-campus every weekend that classes are in session, that there is at least one event on-campus every weeknight that classes are in session, and that there are intramurals most weeknights that classes are in session. Soccer should be an intramural offering.
3. Fosters a vibrant and lively academic learning community through organizing summer events and activities.
4. Manages logistics (including gathering tickets and arranging meals through Yale Dining) for activities.
5. Coordinates RCs to chaperone and participants in activities.
6. Assists in organizing committees to plan and run larger events throughout the summer.
7. Maintains a strong working relationship with the ARD – F and YSS Business Manager.
8. Updates the YSS Residential Life website with information about trips and activities.
9. Coordinates trip sign ups, collects payments from students, and delivers those funds to the YSS Business Manager on a regular basis.
10. Responsibly manages a Yale purchasing card and collects and turns in receipts to YSS staff for reconciliation.
11. Completes Yale purchasing card training.
12. Works with RDs to publicize activities on the web and in print.
13. Ensures all Yale University and YSS policies and procedures are followed.
14. Attends mandatory general staff meetings (generally Sunday evenings at 8:00 pm)
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. May perform other duties as assigned.

Preferred Experience: Prior event organizational experience preferred. Demonstrated experience working with budgets and knowledge of accounting principles 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 one or 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, good judgment, and energy. Previous YSS counseling experience is a plus.

Compensation: The ARD - TA 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 - TA decides not to enroll in a summer course, this tuition reduction cannot be converted into a stipend. The ARD - TA will also receive a stipend of \$3,750.

Additional Information: The ARD - TA will be expected to begin the training and planning work for this position during the months of April and May.

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.