

Yale Summer Session

Job Title: Yale Summer Session Photography and Social Media Coordinator

Description: Reporting to the Head of Summer Colleges (HSC), Head Residential Director (HRD), and Assistant Director of Yale Summer Session, the Yale Summer Session Photography and Social Media Coordinator's primary responsibility is to photographically document YSS Residential Life and manage YSS social media during the summer. The Photography and Social Media Coordinator will also assist with some communications tasks.

Responsibilities:

1. Photographs and electronically documents students and summer life activities throughout the normal course of the program.
2. Coordinates Yale Summer Session social media accounts throughout the program.
3. Updates residential life section of the Yale Summer Session website.
4. Maintains marketing supplies in summer residential office.
5. Assists with coordination of YSS photoshoots and video shoots.
6. Ensures all Yale University and YSS policies and procedures are followed.
7. Works closely with the YSS Assistant Director, HSC, RDs, and ARDs to help plan, execute, and communicate information about summer activities to students and counselors through social media.
8. Assists with move-in and registration, in coordination with the HSC and Residential Directors.
9. Attends mandatory general staff meetings (generally Sunday evenings at 8:00 pm)
10. Attends the final end-of-summer event for residential life staff.
11. Conducts themselves in a way that models the behavior expected of the students in the college.
12. May perform other duties as assigned.

Preferred Experience:

- Experience with digital photography is strongly preferred.
- CMS knowledge (Drupal and Canvas)
- Competence with social media platforms (Instagram, TikTok, Facebook, etc.)
- Excellent communication and organizational skills
- Ability to work with a team.
- Experience with customer service, office administration, and marketing are a plus.
- Ability to upload digital content onto websites.

Required Education and Experience: Any currently enrolled Yale first-year, 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 and will have familiarity with the YSS program. 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 media management, marketing, or communications experience is a plus. Candidates should email eli.westerman@yale.edu some examples of their photography.

Compensation: The Photography and Social Media Coordinator receives 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 Photography and Social Media Coordinator decides not to enroll in a summer course, this tuition reduction cannot be converted into a stipend. The Photography and Social Media Coordinator is expected to spend fifteen hours each week photographing and editing photographs. When more time is required each week, the Photography and Social Media Coordinator will be paid hourly at the current Tier III student job rate.

Additional Information: The Photography and Social Media Coordinator 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.