

Yale Summer Session

Job Title: Yale Summer Session Residential Office Assistant (Three - five positions: each responsible for twenty hours of office duty each week)

Description: Reporting to the Head Residential Director (Head RD), the Residential Office Assistants (ROAs) are crucial in helping the college's residential office run smoothly. ROAs interact extensively with the Head of Summer Colleges (HSC) and RDs. The job consists of five weekly office shifts of 4 hours each, as organized by the Head RD. Shifts may be during business hours, evenings, or weekends. Shift needs are anticipated to be greatest during business hours. ROAs are also key members of the move in/move out team, assisting the HSC and RDs with logistics.

Responsibilities:

1. Provides exemplary customer service to students, parents, and staff, troubleshooting questions and concerns of all YSS residential summer students during the day.
2. Maintains inventory and cleanliness of the summer residential office.
3. Assists with setting up office prior to Session A and packing up at the end of Session B.
4. Liaises with Facilities and Yale Conferences & Events to ensure proper functioning of the summer colleges.
5. Supports RDs in evaluating the daily rounds forms.
6. Occasionally run program-related errands for Residential Life leadership.
7. Collects and organize mail pickup for students living in the colleges.
8. Assists HSC in planning college-wide events.
9. Ensures all Yale University and YSS policies and procedures are followed.
10. Attends mandatory All-Staff Meetings (usually on Sunday night).
11. May perform other duties as assigned.

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, friendliness, patience, integrity, good judgment, a good sense of humor, attention to detail, and energy. Previous counseling experience is a plus.

Preferred Experience: Prior office experience preferred, especially experience as a College Aide.

Compensation: The ROA 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 ROA decides not to enroll in a summer course, this tuition reduction cannot be converted into a stipend. Please note that as some shifts may be during the day, the ROA should share their course schedule with the Head RD at the beginning of the summer in order to minimize schedule conflicts. The ROA will also receive a stipend of \$1,950.

Additional Information: Residential life staff must attend mandatory training sessions before the summer classes begin, and must be on campus at Yale by 4:00 p.m., 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 **attend** the training sessions will result in the forfeiture of the counselor 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.