

# Yale Summer Session

**Job Title:** Yale Summer Session Residential Director (Day)

**Department:** Yale Summer Session (YSS) offers courses for credit to a wide array of students including high school students, international students, Yale College students, non-Yale college students, and beyond college students. Programs managed by YSS include the English Language Institute, the Global Summer Program, and the Yale Writers' Conference. Please visit our website, [summer.yale.edu](http://summer.yale.edu) for more information on each individual program.

**Description:** Under the Direction of the Head of Summer Colleges (HSC), the Residential Director (RD) primarily handles student issues in the residential colleges as they develop in order to maintain the order and mission of Summer Session. This entails balancing the competing demands (college administrators, students, counselors, parents etc.) with the time and resources of Summer Session to ensure a successful program for all participants.

**Responsibilities:**

1. Point person during the day for HSC and all staff/students with residential issues
2. Acts in the absence of HSC
3. Manages housing office in close collaboration with Yale Conferences & Events (YC&E)
4. Become familiar with the Yale Summer Session staff and liaison from YC&E. Attend YSS staff meetings during the summer, usually on Wednesday mornings at 9:00 am
5. Together with other RDs, runs the Senior Counselor (SC) and Counselor (C) orientation sessions
6. Builds and maintains working relationships with SC and C
7. Oversees work of the Residential Office Assistants
8. Participates in pre-rounds and rounds, create a checklist to be used during rounds. Know how things "should look" in the colleges to be able to notice when things are out of place.
9. Communicates essential information to SC and C
10. Runs general staff meetings (generally Sunday evenings)
11. Attends senior staff meetings (generally Thursday evenings)
12. Reports facilities issues and requests; follows up with Facilities office when necessary
13. Reviews curfew checklist and, when necessary, follows disciplinary protocol
14. Responsible for handling requests from pre-college students to go off-campus overnight
15. Eats in the dining hall with SC, C, and counselees during lunchtime to check in, keeps lines of communication open. Become recognizable to all.
16. Ensure there is a checklist of essential things to know about living at Yale in the Summer (especially for international students and non-Yale students)
17. Helps maintain a positive feeling in the colleges. Participates in community building. Asks counselees who their counselor is
18. Enforces YSS rules and regulations
19. Conducts her/himself in a way that deserves the respect and models the behavior expected of the students in the college
20. Takes part in disciplinary meetings with students
21. Follows up with SC and C who don't seem to be performing the responsibilities of their jobs
22. Meets with the YSS Business manager at the beginning of the summer for an orientation about Yale College Business practices and spending and collects and organizes event receipts

23. Follows and enforces Yale College business practices
24. Helps set up the Summer Residential Office in the college
25. Is available at the beginning of summer session to create an inventory of items taken from storage, and is accountable for those items. Makes an inventory list at the end of the summer
26. Maintains and keeps track of summer session items. Know the items, who is using them, and is accountable for collecting those items (i.e. air conditioners, refrigerators in student rooms for medical use, gaming equipment, and other items)
27. Ensure all Yale University and YSS policies and procedures are followed

**Required Education and Experience:** Bachelor's degree. Previous residential or supervisory experience strongly preferred. Counseling experience a plus.

**Compensation:** RDs will be paid a stipend of \$6,600 and receive a 21 meal per week room and board contract for the 11 weeks in residence. Please note that the stipend may be contingent on other Yale funding you may be receiving.

**Additional Information:** RDs must be available to work during the entire 11 weeks beginning May 25 – August 6 and must attend an orientation at the start of the summer. While in session, the Day RD will work 8:30am-5pm, Monday through Friday and has weekends off. The RD must also attend two evening meetings each week. There may be instances where an RD needs an evening off, which can be arranged with 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.