

Yale Summer Session

Job Title: Yale Summer Session Residential Director (Evening/Weekend)

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 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. Gather the names of the senior counselors (SC) and counselors (C) from Yale Summer Session. Assign SC and C to residential college teams
2. Become familiar with the Yale Summer Session staff and liaison from Conferences and Events.
3. Organizes and sets the expectations for SC and C and supervises activities during housing move in and move out
4. First responder in emergencies
5. Handles late arrivals during move in and lockouts in session
6. Manages curfew check-in
7. Helps run SC and C orientation sessions
8. Builds and maintains working relationships with SC and C
9. 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.
10. Manages a team of senior counselors
11. Supervises and assigns duties for SC (and C)
12. Communicates essential information to SC and C
13. Runs general staff meetings (generally Sun 9 pm)
14. Attends senior staff meetings (generally Thursday evenings)
15. May chaperone YSS trips
16. Eats in the dining hall with SC, C, and counselees during dinnertime to check in, keeps lines of communication open. Become recognizable to all.
17. Ensure there is a printed checklist of essential things to know about living at Yale in the Summer (especially for international students and non-Yale students)
18. Helps maintain a positive feeling in the colleges. Participates in community building. Asks counselees who their counselor is
19. Enforces the rules
20. Conducts her/himself in a way that deserves the respect and models the behavior expected of the students in the college
21. Takes part in disciplinary meetings with students
22. Follows up with SC and C who don't seem to be performing the responsibilities of their jobs

23. 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
24. Follows and enforces Yale College business practices
25. Helps set up the Summer Residential Office in the college. 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.

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 in the evenings and during the weekends, and must attend an orientation. There may be instances where an RD needs an evening or a weekend off for a family event, 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.