

# Yale Summer Session

**Job Title:** Yale Summer Session Activities Coordinator

**Description:** Reporting to both the Head of Summer Colleges (HSC) and Yale Summer Session staff, the Activities Coordinator encourages a lively atmosphere and manages all activities and events for students in YSS programs. The Activities Coordinator will plan a robust calendar of activities, purchase tickets, organize transportation, publicize events, coordinate sign ups, and collect money from students for trips. The Activities Coordinator will work with the HSC to organize Residential Counselors to act as chaperones, as well as personally participate in some activities. The Activities Coordinator will work closely with the Web and Communications Coordinator to ensure that activities are publicized and on the Summer Life website in a timely fashion.

**Responsibilities:**

1. Foster a vibrant and lively academic learning community through organizing summer events and activities.
2. Organize buses, tickets, and logistics (including, where appropriate, arranging meals through Yale Dining) for activities.
3. Coordinate counselors to be leaders for activities, and chaperone some activities.
4. Assist in organizing committees to plan and run larger events throughout the summer.
5. Coordinate trip sign ups, collect cash payments from students, secure the funds in a locked safe, and deliver it to the YSS Business Manager the next business day.
6. Responsibly manage a Yale p-card and collect and turn in receipts to YSS staff for reconciliation.
7. Work with Web and Communications Coordinator to publicize activities on the web and in print.
8. Work with YSS staff to plan calendar of activities.
9. Ensure all Yale University and YSS policies and procedures are followed.
10. Attend mandatory All-Staff Meetings (usually Sunday evenings)
11. 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 Activities Coordinator 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 Activities Coordinator decides not to enroll in a summer course, this tuition reduction cannot be converted into a stipend. The Activities Coordinator will also receive a stipend of \$3000.

**Additional Information:** The Activities Coordinator will be expected to begin the training and planning work for this position during the months of March, 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 p.m., Thursday, May 25, 2017, for the start of training. **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 6, 2017. 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 are pledged 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.

**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.