

Yale Summer Session

Job Title: Yale Summer Session Operations Coordinator

Description: Reporting to the Residential Directors, the Operations Coordinator is essential in helping YSS run effortlessly by ensuring smooth logistics and careful planning of all YSS residential operations and tasks. The position is conversational and communicative in nature, not solely schedule-oriented, and that the Operations Coordinator is an active member of the summer residential staff.

Responsibilities:

1. Solicit and compile all counselors' duty preferences
2. Assign duties to counselors based on their preferences and availability on a weekly basis
3. Publish the duty calendar to the Google Drive and make it accessible to all counselors and staff
4. Field requests for nights and weekends off and schedule accordingly, ensuring coverage at all times across all colleges
5. Help to coordinate last-minute duty switches
6. Aid the Residential Directors (RDs) with Study Break forms, Feedback forms, and other methods of collecting data
7. Create the Curfew spreadsheet for all minors and input student names based on age (must be under 18 years old)
8. Assign shifts during moving and registration days, or any other times counselors are needed to accomplish tasks
9. Solicit help in unexpected, time-sensitive situations when additional counselor support is required
10. Work as a member of senior staff, and be invested in the coordination and shaping of counselor responsibilities over the summer, including speaking at All-Staff Meetings to explain the requirements of different duties, and any changes in those duties; being open to counselor feedback and communicating it to the RDs; constantly working with the RDs to fine-tune best practices over the summer
11. Required attendance, as requested, at senior staff meetings
12. Attend mandatory All-Staff Meetings (usually Sunday evenings)
13. 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. The most effective applicant is a mature student who enjoys working with others and who feels committed to the intellectual and social values of residential college life. The job also requires resourcefulness, excellent problem-solving skills, energy, creativity, integrity, good judgment, and a deep wellspring of patience. Previous counseling experience is a plus. This also position requires a strong working knowledge of Google Drive.

Compensation: The Operations 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 Operations Coordinator decides not to enroll in a summer course, this tuition reduction cannot be converted into a stipend. The Operations Coordinator will also receive a stipend of \$1500.

Additional Information: Residential life staff will be required to 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.