

Yale Summer Session

Job Title: Yale Summer Session Residential Office Assistant (Two positions: one scheduled from 9am-1pm, and one scheduled from 1pm-5pm, or an equivalent coverage schedule)

Description: Reporting to the Head of Summer Colleges (HSC) and the Residential Directors (RD), the Residential Office Assistants are crucial in helping the college's residential office run smoothly. Assistants interact extensively with the HSC and RDs. The job consists of office shifts of approximately 4 hours per day, 5 days a week, Monday through Friday as organized by the RD (Day). Assistants are also key members of the move in/move out team, assisting the HSC and RDs with logistics.

Responsibilities:

1. Provide exemplary customer service to students, parents, and staff, troubleshooting questions and concerns of all YSS residential summer students during the day
2. Maintain inventory and cleanliness of the summer residential office
3. Assist with setting up office prior to Session I and packing up at the end of Session II
4. Liaise with facilities and Yale Conferences & Events to ensure proper functioning of the summer colleges
5. Support RD (Day) in daily rounds
6. Occasionally run errands for senior staff
7. Collect and organize mail pick up for students living in the colleges
8. Assist HSC in planning HSC's teas and large college wide events
9. Ensure all Yale University and YSS policies and procedures are followed
10. Attend 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. Prior experience working as a College Aide is a plus.

Compensation: The Assistant 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 Assistant decides not to enroll in a summer course, this tuition reduction cannot be converted into a stipend. Please note that this position will be scheduled during the day and that courses should be scheduled outside of the normal working hours. The Assistant will also receive a stipend of \$1000.

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 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 counselor 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.