

# Yale Summer Session

**Job Title:** Yale Summer Session Web and Communications Coordinator

**Description:** Reporting to the Head of Summer Colleges (HSC) and YSS staff, the Yale Summer Session Web and Communications Coordinator's primary responsibility is to update and maintain the Summer Residential Life website, creating an interactive, lively and useful internet and social media presence for Yale Summer Life, as well as developing innovative ways to promote Yale Summer Life activities and events. The Web and Communications Coordinator will serve as point person for all communications from the residential staff to students and work closely with YSS staff to ensure events and activities are well publicized.

**Responsibilities:**

1. Update residential life website daily and make the website attractive and user friendly
2. Attend weekly meetings with Yale Summer Session Staff
3. Serve as point person with YSS staff for marketing all events
4. Maintain activities calendar and information about all activities online
5. Publicize events and activities online and through email, text message, and printed flyers to students
6. Coordinate trip sign up
7. Photograph and document electronically students and summer life activities to include short videos to post on the web
8. Secure written permission from students to use their images
9. Maintain marketing supplies in summer residential office
10. Set hours for marketing materials production
11. Ensure all Yale University and YSS policies and procedures are followed
12. Work closely with Head of Summer Colleges, Residential Directors, and Activities Coordinator to help plan, execute, and communicate information about summer activities to students and counselors.
13. Work with counselors to ensure that all students are aware of the calendar of events and know how to participate
14. Attend mandatory All-Staff Meetings (usually Sunday evenings)
15. Perform other tasks, such as assisting with move-in and Registration, by request of the HSC or Residential Directors
16. May perform other duties as assigned

**Preferred Experience:**

- CMS knowledge (Drupal)
- Familiarity with social media platforms (Facebook, Twitter, Instagram etc.)
- Excellent communication and organizational skills
- Experience with digital photography and videos
- Ability to edit videos and post on the website
- Ability to work with a team
- Experience with customer service, office administration, and marketing are a plus
- Ability to upload digital content onto websites

**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 and will have familiarity with the YSS program. 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 counseling experience is a plus.

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

**Additional Information:** The Web and Communications 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.