

Yale Summer Session

Job Title: Yale Summer Session Head Residential Director

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 Head 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. The Head RD staffs and maintains an office and supervises the Residential Office Assistants, the Facilities Coordinator, Operations Coordinator, Activities Coordinator and Buttery Managers. The Head RD is part of the leadership team and is the primary liaison between the Yale Summer Session office and the Residential Life Staff.

Responsibilities:

1. Manages the YSS office from 9:00 am – 5:00 pm, Monday -Friday
2. Supervises ROA's, Facilities Manager, Operations Manager, Buttery Managers and Activities Coordinator
3. Point person during the day for HSC and all staff/students with residential issues
4. Enforces YSS rules and regulations
5. Acts in the absence of HSC
6. Manages housing office in close collaboration with Yale Conferences & Events (YC&E)
7. Becomes familiar with the Yale Summer Session staff and liaison from YC&E. Attends YSS staff meetings during the summer, usually on Thursday mornings at 9:00 am
8. Together with other RDs, runs the Senior Counselor (SC) and Counselor (C) orientation sessions
9. Builds and maintains working relationships with SCs and Cs
10. Participates in pre-rounds and rounds, creating a checklist to be used during rounds. Knows how things "should look" in the colleges to be able to notice when things are out of place.
11. Communicates essential information to SCs and Cs
12. Helps run general staff meetings (generally Sunday evenings at 8pm)
13. Attends senior staff meetings (generally Thursday evenings)
14. Collaborates with YC&E on housing of counselors and counselees.
15. Reports facilities issues and requests; follows up with Facilities office when necessary
16. Reviews curfew checklist and, when necessary, follows disciplinary protocol
17. Responsible for handling requests from pre-college students to go off-campus overnight
18. Eats in the dining hall with SCs, Cs, and counselees during lunchtime to check in, keeps lines of communication open. Becomes recognizable to all.
19. Helps maintain a positive feeling in the colleges. Participates in community building. Asks counselees who their counselor is.
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21. Conducts her/himself in a way that deserves the respect of and models the behavior expected of the students in the college
22. Takes part in disciplinary meetings with students
23. Follows up with SCs and Cs who don't seem to be performing the responsibilities of their jobs
24. 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.

25. Follows and enforces Yale College business practices.
26. Helps set up the Summer Residential Office in the college.
27. 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.
28. Maintains and keeps track of summer session items. Knows 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).
29. Ensures all Yale University and YSS policies and procedures are followed.

Required Education and Experience: Bachelor's degree. Previous residential or supervisory experience strongly preferred. Counseling experience a plus.

Compensation: The Head RD will be paid a stipend and receive free room and board 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, from Wednesday May 22 through Sunday, August 4, 2019, and must attend an orientation at the start of the summer. While in session, the Head RD will work 8:30am-5pm, Monday through Friday and generally has weekends off. However, the RD must also attend two evening meetings each week as outlined above (Thursday & Sunday). There may be instances where an RD needs an evening off, 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 follows: 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.