Job Title: Yale Summer Session Activities and Communications Coordinator

Description: Reporting to both the Head of Summer Colleges (HSC) and Yale Summer Session staff, the Activities and Communications Coordinator encourages a lively atmosphere and manages all activities and events for students in YSS programs. The Activities and Communications Coordinator is also responsible for updating and maintaining the Summer Residential Life website, creating an interactive, dynamic 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. This position will work closely with the YSS Staff to coordinate communications and the HSC to organize Residential Counselors to act as chaperones for events, as well as personally participate in some activities. The Activities and Communications Coordinator will serve as the point person for all communications from the residential staff to students and ensure events and activities are well publicized.

Responsibilities:

1. Foster a vibrant and lively academic learning community though 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 YSS staff to plan calendar of activities.
8. Ensure all Yale University and YSS policies and procedures are followed.
9. Attend mandatory All-Staff Meetings (usually Sunday evenings) and weekly meetings with YSS Staff.
10. Update residential life website daily and make the website attractive and user friendly.
11. Serve as point person with YSS staff for marketing all events.
12. Maintain activities calendar and information about all activities online.
13. Publicize events and activities online and through email, text message, and printed flyers to students.
14. Photograph and document electronically students and summer life activities to include short videos to post on the web.
15. Secure written permission from students to use their images.
16. Maintain marketing supplies in summer residential office.
17. Ensure all Yale University and YSS policies and procedures are followed.
18. Work with counselors to ensure that all students are aware of the calendar of events and know how to participate.
19. Perform other tasks, such as assisting with move-in and Registration, by request of the HSC or Residential Directors.
20. May perform other duties as assigned.
Preferred Experience:
- Prior event organizational experience preferred
- 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
- Demonstrated experience working with budgets and knowledge of basic accounting principles

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 YSS counseling experience is a plus.

Compensation: The Activities 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 Activities and Communications Coordinator decides not to enroll in a summer course, this tuition reduction cannot be converted into a stipend. The Activities and Communication Coordinator will also receive a stipend of $3,600.

Additional Information: The Activities 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 24, 2018, 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 5, 2018. 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 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.