

# Yale Summer Session

**Job Title:** Yale Summer Session Activities Coordinator

**Description:** Reporting to both the Head of Summer Colleges (HSC) and Yale Summer Session (YSS) staff, the Activities Coordinator encourages a lively atmosphere and manages all activities and events for students in YSS programs. The Activities Coordinator will plan a robust calendar of activities, purchase tickets, organize transportation, publicize events, coordinate sign ups, and collect money from students for trips. The Activities Coordinator will work with the HSC and the Resident Directors (RDs) to organize the Residential Counselors (RCs) and Residential Assistants (RAs) to lead and participate in activities, as well as personally lead and participate in some activities.

Yale Summer Session may adjust the activities and/or responsibilities associated with this position in response to guidance on COVID-19 from state, local, and university authorities. Any changes will not affect compensation for this position. Residential Life Staff are not responsible for enforcing public-health guidelines, although they may serve in an educational function for the Yale Summer Session community.

**Responsibilities:**

1. Fosters a vibrant and lively academic learning community through organizing summer events and activities.
2. Organizes tickets and logistics (including, where appropriate, arranging meals through Yale Dining) for activities.
3. Coordinates RCs and RAs to be leaders of and participants in activities.
4. Assists in organizing committees to plan and run larger events throughout the summer.
5. Coordinates trip sign ups, collects payments from students, and delivers those funds to the YSS Business Manager on a regular basis.
6. Responsibly manages a Yale purchasing credit card and collects and turns in receipts to YSS staff for reconciliation.
7. Works with Communications Committee to publicize activities on the web and in print.
8. Assists in coordination of student buttery to provide essential goods to the YSS community.
9. Works with YSS staff to plan a calendar of events and activities.
10. Ensures all Yale University and YSS policies and procedures are followed, as well as state and local COVID-19 regulations.
11. Attends mandatory general staff meetings (generally Sunday evenings at 8:00 pm)
12. Helps organize and attends the final end-of-summer event for residential life staff.
13. Conducts themselves in a way that models the behavior expected of the students in the college.
14. May perform other duties as assigned.

**Preferred Experience:** Prior event organizational experience preferred. Demonstrated experience working with budgets and knowledge of accounting principles preferred.

**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, integrity, good judgment, and energy. Previous YSS counseling experience is a plus.

**Compensation:** The Activities 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 Coordinator decides not to enroll in a summer course, this tuition reduction cannot be converted into a stipend. The Activities Coordinator will also receive a stipend of \$3,375.

**Additional Information:** The Activities 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 pm, Thursday, May 26, 2022, for the start of training. Training starts on Thursday evening and is held all day on Friday and Saturday, ending with the first move-in of counselees on Sunday. **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 7, 2022.

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 pledge 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.