Job Title: Yale Summer Session Business Residential Director

Description: Under the direction of the Head of Summer Colleges (HSC) and the YSS Business Manager, the YSS Business Residential Director (BRD) ensures that YSS funds are properly budgeted and utilized to achieve YSS’s residential mission. The BRD also performs these functions for the First-Year Scholars (FSY) at Yale program. The Business RD is part of the Residential Director team in the summer and participates in Residential Life program.

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. Creates a detailed budget for the YSS Residential Life program and updates it throughout the summer.
2. Reconciles all expenses for YSS and FSY ResLife.
3. Produces a detailed budget presentation at the end of the summer showing how YSS ResLife funds were utilized over the summer.
4. Maintain YSS tax exemption documentation and ensure purchases are tax exempt.
5. Enforce the rules and regulations of YSS.
6. Help run general staff meetings (generally Sunday evenings 8:00 pm).
7. Attend senior staff meetings (generally Thursday evenings).
8. Conduct themselves in a way that models the behavior expected of the students in the college.
9. Follow and enforce Yale College business practices.
10. Manages the credit card payment system for the Buttery and trips.
11. Together with the other RDs, facilitate orientation and training sessions for Residential Life Staff.
12. Help lead YSS off-campus trips as the Yale purchasing card holder.
13. Participate in community building and keeps lines of communication open.
14. Provides back up to the Head RD and other RD’s.
15. Assist the Head RD with setting up the Summer Residential Office in the college at the beginning of the summer and closing the office at the end of the summer.
16. Ensure all university and YSS policies and procedures are followed.
17. Help organize and attend the final end-of-summer event for Residential Life Staff.
18. May perform other duties as assigned.

Required Education and Experience: Bachelor’s degree. Previous residential or supervisory experience strongly preferred.
**Compensation:** RDs 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:** The RDs may be expected to begin the planning work for this position during the months of April and May. The BRD should report to the YSS 55 Whitney Office at 9am sharp on Wednesday, May 24 to begin training and working.

In addition to daytime office duty a couple of times each week, RDs must be available to work evenings (beginning at 5:00 pm) and weekends during the entire 11 weeks, from Wednesday, May 24, 2023, through Sunday, August 6, 2023, and must lead an orientation. The RDs must also attend two evening meetings each week (Thursday and Sunday) and help with Session A/B move-in and move-out. There may be instances where an RD needs an evening or a weekend off, which can be arranged with the HSC. The RDs are expected to participate in the end-of-summer staff event.

This position is expected to work ad hoc, virtually, for two weeks after staff moveout (Monday, August 21, 2023) to finish processing receipts and to prepare the end of summer budget presentation.

RDs may undertake limited part-time employment and other activities only if these extra commitments do not conflict with their scheduled responsibilities. Other employment must be expressly approved in writing by the HSC and YSS Office.

**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.