

Yale Summer Session

Job Title: Yale Summer Session Communications Coordinator

Description: Reporting to the Head of Summer Colleges (HSC) and YSS Communications Manager, the Yale Summer Session Communications Coordinator's primary responsibility is to update and maintain the Summer Residential Life web resources on Canvas, help manage Yale Summer Session Social Media, take photographs of Summer Residential Life, and develop innovative ways to promote Yale Summer Residential 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.

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.

In addition to filling out the application for this position on the YSS website, applicants to this position should submit a communications portfolio to Eli Westerman (eli.westerman@yale.edu), YSS Communications Manager, by the application deadline. The portfolio can include any relevant communications or multimedia materials; photography is particularly valued.

Responsibilities:

1. Updates residential life website daily and make the website attractive and user friendly
2. Attends weekly meetings with Yale Summer Session Staff
3. Serves as point person with YSS staff for marketing all events
4. Maintains activities calendar and information about all activities online
5. Photographs and documents electronically students and summer life activities post on the website
6. Maintains marketing supplies in summer residential office
7. Sets hours for marketing materials production
8. Ensures all Yale University and YSS policies and procedures are followed
9. Works closely with the YSS Communications Manager, Head of Summer Colleges, Residential Directors, and Activities Coordinator to help plan, execute, and communicate information about summer activities to students and counselors.
10. Works with counselors to ensure that all students are aware of the calendar of events and know how to participate
11. Assists with move-in and registration, in coordination with the HSC and Residential Directors.
12. Attends mandatory general staff meetings (generally Sunday evenings at 8:00 pm)
13. Helps organize and attends the final end-of-summer event for residential life staff.
14. Conducts themselves in a way that models the behavior expected of the students in the college.
15. May perform other duties as assigned

Preferred Experience:

- Experience with digital photography is strongly preferred.
- CMS knowledge (Drupal and Canvas)
- Familiarity with social media platforms (Facebook, Twitter, Instagram etc.)
- Excellent communication and organizational skills
- 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 first-year, 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 media management, marketing, or communications experience is a plus.

Compensation: The 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 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 \$1800.

Additional Information: The Communications Coordinator will be expected to begin the training and planning work for this position during the months of March, April, and May.

Staff will be required to attend mandatory training sessions before the summer classes begin. Staff must be on campus at Yale by 4:00 p.m., Thursday, May 26, 2022, 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 staff position. Staff duties continue through Sunday, August 7, 2022. To be effective in their work, all staff should be familiar with the academic, dormitory, and dining hall regulations of Yale Summer Session, as well as all relevant state, local, and university COVID-19 policies. The staff pledge to uphold these regulations and ensure that YSS 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.