

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 send the weekly Residential Life activities email, 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 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.

Responsibilities:

1. Updates residential life website daily and makes the website attractive and user friendly.
2. Creates and sends the weekly Residential Life activities email to all on-campus program participants by
3. Meets weekly with the YSS Communications Manager
4. Serves as point person with YSS staff for marketing all events. Provides the residential directors with a complete weekly itinerary of events by 3pm on Sunday
5. Ensures the activities calendar on the residential life website is up-to-date.
6. Photographs and electronically documents students and summer life activities post on the website
7. Maintains marketing supplies in summer residential office.
8. Assists with coordination of YSS photoshoots and video shoots.
9. Ensures all Yale University and YSS policies and procedures are followed
10. Works closely with the YSS Communications Manager, Head of Summer Colleges, Residential Directors, and Trips Coordinator to help plan, execute, and communicate information about summer activities to students and counselors.
11. Works with counselors to ensure that all students are aware of the calendar of events and know how to participate
12. Assists with move-in and registration, in coordination with the HSC and Residential Directors.
13. Attends mandatory general staff meetings (generally Sunday evenings at 8:00 pm)
14. Attends the final end-of-summer event for residential life staff.
15. Conducts themselves in a way that models the behavior expected of the students in the college.
16. 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 (Instagram, TikTok, Facebook, 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 \$3,000.

Additional Information: The Communications Coordinator will be expected to begin the training and planning work for this position during the month of May, after the conclusion of Final exams and before YSS Residential Life Staff arrive on campus.

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 25, 2023, 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 6, 2023.

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.