Job Title: Yale Summer Session Facilities Coordinator

Description: The Yale Summer Session Facilities Coordinator position will report to the Head Residential Director and will also work closely with the Yale Summer Session staff and Yale Conferences and Events (YC&E) office to ensure smooth housing operations through regular communication regarding housing placement, facilities and dining issues, and housing check-ins. The Facilities Coordinator will serve as the primary liaison with YC&E and YSS regarding residential housing and facilities issues.

Responsibilities:
1. Serve as primary liaison with Yale Conferences and Events office
2. Actively participate in the housing placement for all participants in Yale Summer Session programs
3. Coordinate all facilities requests that arise in the summer colleges
4. Handle day time lock outs
5. Manage Sunday check ins, and late and early check ins and all check outs
6. Handle dining issues as they arise
7. Assist in the day-to-day administration of the YSS office
8. Act as a general resource to YSS participants on issues pertaining to housing; Refer students to appropriate resources as necessary
9. Engage with residents through surveying and other methods to further develop existing programs and meet upcoming needs of the community
10. Counsel YSS participants in housing with informational and procedural matters
11. Work as a member of senior staff, and be invested in the coordination and shaping of counselor responsibilities over the summer, including speaking at All-Staff Meetings to explain the requirements of different duties, and any changes in those duties; being open to counselor feedback and communicating it to the RDs; constantly working with the RDs to fine-tune best practices over the summer
12. Attend mandatory All-Staff Meetings (usually Sunday evenings)
13. Attend student study breaks (usually once a week in the evening)
14. Be a part of one of the YSS committees (attend weekly meetings, staff committee events, and assist in logistics and planning for weekly events)
15. Participate in Purchasing Card training
16. May perform other duties as assigned.

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. The most effective applicant is a mature student who enjoys working with others and who feels committed to the intellectual and social values of residential college life. The job also requires resourcefulness, excellent problem-solving skills, energy, creativity, integrity, good judgment, and a deep wellspring of patience. Previous counseling experience is a plus. This also position requires a strong working knowledge of Google Drive.
Compensation: The Facilities 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 Facilities Coordinator decides not to enroll in a summer course, this tuition reduction cannot be converted into a stipend. The Facilities Coordinator will also receive a stipend of $1,600.

Additional Information: Residential life staff will be required to attend mandatory training sessions before the summer classes begin and must be on campus at Yale by 4:00 p.m., Thursday, May 23, 2019, for the start of training. Training starts on Thursday evening, 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 4, 2019. 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 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.