Job Title: Yale Summer Session Head Residential Director

Description: Under the direction of the Head of Summer Colleges (HSC), the Head Residential Director (RD) staffs and maintains the Summer Residential Office, with the support of the Residential Assistants (RAs) and supervises the Activities Coordinator. The Head RD is part of the leadership team and is the primary liaison between the Yale Summer Session (YSS) office and the Residential Life Staff.

The Head RD has primary responsibility for handling student issues in the residential colleges as they develop and to maintain the order and mission of Summer Session. This entails balancing the competing demands of all the stakeholders, including college administrators, students, counselors, parents, etc., and marshalling the resources of YSS to ensure a successful program for all participants.

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. Manages the Summer Residential Office from 9:00 am – 5:00 pm, Monday–Friday.
2. Supervises the Activities Coordinator and RAs while they are staffing the office.
3. Together with the other RDs, facilitates orientation and training sessions for Residential Life Staff.
4. Serves as a point person during the day for the HSC and all staff and students with residential issues.
5. Enforces YSS rules and regulations.
6. Acts in the absence of the HSC.
7. Manages the housing office in close collaboration with Yale Conferences & Events (YC&E).
8. Becomes familiar with the YSS staff and liaisons from YC&E. Attends the joint-YSS/YC&E staff meetings during the summer, usually on Thursday mornings at 9:00 am.
9. Builds and maintains working relationships with the Residential Life Staff.
10. Participates in pre-rounds and rounds, creating a checklist to be used during rounds. Knows how things “should look” in the colleges to be able to notice when things are out of place.
11. Communicates essential information to the Residential Life Staff.
12. Helps run general staff meetings (generally Sunday evenings at 8:00 pm).
13. Organize and manage student commissary to provide essential goods to the Yale Summer Session community.
14. Attends senior staff meetings (generally Thursday evenings).
15. Collaborates with YC&E on housing of staff and counselees.
16. Reports facilities issues and requests; follows up with Facilities office when necessary.
17. Helps maintain a positive feeling in the colleges. Participates in community building and keeps lines of communication open. Becomes recognizable to all.
18. Conducts themselves in a way that models the behavior expected of the students in the college.
19. Takes part in disciplinary meetings with students.
20. Coaches members of the Residential Life Staff who are not performing the responsibilities of their jobs.
21. Meets with the YSS Business Manager at the beginning of the summer for an orientation about Yale College business practices and spending and collects and organizes event receipts.
22. Follows and enforces Yale College business practices.
23. Helps set up the Summer Residential Office in the college.
24. Is available at the beginning of summer session to create an inventory of items taken from storage and is accountable for those items. Makes an inventory list at the end of the summer.
25. Maintains and keeps track of YSS property. Knows the items and who is using them and is accountable for collecting those items (i.e. air conditioners, refrigerators in student rooms for medical use, gaming equipment, and other items).
26. Ensures all university and YSS policies and procedures are followed.
27. Helps organize and attends the final end-of-summer event for Residential Life Staff.
28. May perform other duties as assigned.

**Required Education and Experience:** Bachelor’s degree. Previous residential or supervisory experience strongly preferred. Counseling experience a plus.

**Compensation:** The Head RD 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:** RDs must be available to work during the entire 11 weeks, from Wednesday, June 2, through Sunday, August 15, 2021, and must attend an orientation at the start of the summer. While in session, the Head RD will work 8:30am-5pm, Monday through Friday, and generally has weekends off. However, the RD must also attend two virtual evening meetings each week as outlined above (Thursday and Sunday) and help with Session A/B move-in and move-out. There may be instances where an RD needs time off, which can be arranged with the HSC. The Residential Life Staff is expected to participate in the end-of-summer staff picnic.

**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.