

Yale Summer Session

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 and supervises the Trips Coordinator, Residential Assistants, and Buttery Managers. The Head RD is part of the Summer residential 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. The office should open and close at those times. The office should also be open during the afternoon on weekends, although the YSS Head RD does not need to be in the office at that time.
2. Supervises the 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. Manages the YSS Residential Life Office in close collaboration with Yale Conferences & Events (YC&E).
7. Becomes familiar with the YSS staff and liaisons from YC&E. Attends the weekly YSS/YC&E staff meetings during the summer.
8. Builds and maintains working relationships with the Residential Life Staff.
9. Participates in college walkthrough and supervises daily morning rounds. Knows how things “should look” in the colleges and notice when things are out of place.
10. Communicates essential information to the Residential Life Staff.
11. Helps run general staff meetings (generally Sunday evenings at 8:00 pm).
12. Attends senior staff meetings.
13. Collaborates with YSS Office on housing of staff and counselees.

14. Reports facilities issues and requests; follows up with Facilities office when necessary.
15. Participates in community building and keeps lines of communication open.
16. Conducts themselves in a way that models the behavior expected of the students in the college.
17. Takes part in disciplinary meetings with students when appropriate.
18. Meets with members of the Residential Life Staff who are not performing the responsibilities of their jobs.
19. Follows and enforces Yale College business practices.
20. Maintains and organizes YSS institutional electronic drive.
21. Leads the set-up of the Summer Residential Office in the college.
22. Creates and maintains a list of YSS inventory throughout the summer. Provides a comprehensive inventory to the YSS Office at the end of the summer.
23. Ensures all university and YSS policies and procedures are followed.
24. Helps organize and attends the final end-of-summer event for Residential Life Staff.
25. 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: The RDs may be expected to begin the planning work for this position during the months of April and May. The Head RD should report to the YSS 55 Whitney Office at 9am sharp on Tuesday, May 23 to begin training and working.

The Head RD must be available to work during the entire 11 weeks, from 9:00am on Tuesday, May 23 through noon on Sunday, August 6, 2023, and must attend an orientation at the start of the summer. While in session, the Head RD will work 9:00am-5pm, Monday through Friday, and generally has weekends off. However, the Head RD must also attend two 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 the Head RD needs time off, which can be arranged with the HSC. The Head RD is expected to participate in the end-of-summer staff event.

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.