Job Title: Yale Summer Session Residential Director

Description: Under the direction of the Head of Summer Colleges (HSC), the Residential Directors (RDs) primarily handle student issues in the residential colleges as they develop, in order to maintain the order and mission of Yale Summer Session (YSS). 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. Three RDs staff one of the summer colleges and manages Residential Counselors (RCs) and Residential Assistants (RAs). One RD will have a financial focus and reconcile receipts and manage the residential budget. The RDs work as a tight team with the Head RD and the HSC.

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. Become familiar with the YSS staff and liaisons from Yale Conferences and Events (YC&E).
2. Facilitate orientation and training sessions for Residential Life Staff.
3. Organize and set the expectations for RAs and RCs and supervise activities during housing move-in and move-out.
4. Serve as a first point of contact in emergencies.
5. Enforce the rules and regulations of YSS.
6. Work with the team to cover the colleges during the evening/overnight hours, while also helping with daytime office duty a couple of times each week.
7. One RD will manage the budget and reconcile receipts.
8. Build and maintain working relationships with RAs and RCs.
9. Participate in pre-rounds and rounds, creating a checklist to be used during rounds. Know how things “should look” in the colleges to be able to notice when things are out of place.
10. Manage a group of RAs and RCs.
11. Collaborate with YC&E on housing of staff and counselees.
12. Help run general staff meetings (generally Sunday evenings 8:00 pm).
13. Attend senior staff meetings (generally Thursday evenings).
14. Organize and manage student commissary to provide essential goods to the Yale Summer Session community.
15. May chaperone or participate in YSS trips and activities.
16. Help maintain a positive feeling in the colleges. Participate in community building and keep lines of communication open. Become recognizable to all.
17. Ensure there is a printed checklist of essential things to know about living at Yale in the summer (especially for international students and non-Yale students).
18. Handle late arrivals during move-in and lockouts in session.
19. Conduct themselves in a way that models the behavior expected of the students in the college.
20. Take part in disciplinary meetings with students.
21. Coach members of Residential Life Staff who are not performing the responsibilities of their jobs.
22. Meet with the YSS Business Manager at the beginning of the summer for an orientation about Yale College business practices and spending and collect and organize event receipts.
23. Follow and enforce Yale College business practices.
24. Help set up the Summer Residential Office in the college. Are available at the beginning of summer session to create an inventory of items taken from storage and are accountable for those items. Make an inventory list at the end of the summer.
25. Maintain and keep track of YSS property. Know the items and who is using them and are accountable for collecting those items (i.e. air conditioners, refrigerators in student rooms for medical use, gaming equipment, and other items).
26. Ensure all university and YSS policies and procedures are followed.
27. Help organize and attend 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.

**Compensation:** RDs 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.

In addition to daytime office duty a couple of times each week, RDs must be available to work evenings (beginning at 5:00 pm) and weekends during the entire 11 weeks, from Wednesday, May 25, 2022, through Sunday, August 7, 2022, and must attend an orientation. The RDs must also attend two evening meetings each week (Thursday and Sunday) and help with Session A/B move-in and move-out. There may be instances where an RD needs an evening or a weekend off, which can be arranged with the HSC. The Residential Life Staff is expected to participate in the end-of-summer staff picnic.

RDs may undertake limited part-time employment and other activities only if these extra commitments do not conflict with their scheduled responsibilities.

**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.