

Yale Summer Session

Job Title: Yale Summer Session Residential Counselor

Description: The Yale Summer Session (YSS) Residential Counselors (RCs) are each responsible for advising and counseling approximately 45 Yale College students over the course of Session A and B. RCs oversee the welfare of each of their students and are the first point of contact when students have questions or problems. Counselors work under close supervision of a Residential Director (RD), with whom they meet weekly for reporting and planning. Throughout the summer, RCs participate in community duties and committee work, helping to organize events and activities and to ensure the colleges run smoothly. To accommodate the needs of the many YSS programs and provide sufficient coverage for YSS participants, counselors *may be asked on short notice* to move to different rooms at different times during the summer.

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.

The RC position is similar to the position in past summers; however, we have made some slight updates due to COVID-19, so please read the description carefully, especially if you are a returning counselor. We expect this position to appeal to students who are not eligible for COVID-19 courses, though it is not restricted to only non-eligible students.

Responsibilities:

1. **Counselees and Communication:** RCs are each assigned groups of students, usually residing in the same entryway as the counselor. RCs should get to know their students well and so must be accessible and approachable. Prior to move-in, counselors post a calendar in each entryway so that posters advertising summer program regulations, emergency phone numbers, and daily events are available in one place for students to see. RCs help ensure that this information is regularly updated. RCs also create nametags for doors to facilitate an easy move-in day. Each Sunday, at the mandatory All-Staff Meeting, each counselor must collect the week's posters and display them in the entryway. RCs should regularly check in with their students and address any questions or problems quickly and courteously.
2. **Community Building:** When it is not a counselor's night off, they should be present in all available college spaces, including the dining hall, library, courtyard, etc. during the evening hours and weekends. In addition to running events, staff members should *attend* events and encourage their counselees to attend. They should make themselves available to the students if they need help.
3. **Morning Rounds:** Each RC performs one week of rounds over the course of the summer. Each morning, Monday through Friday, a pair of counselors will walk through the basements and all common areas and courtyards in the colleges. Counselors on rounds must ensure all equipment, chairs, sofas, etc., are in place, and that there is no trash or general maintenance issues that

must be addressed. Each day, counselors on rounds then complete and submit a report, directing any issues to the RDs.

4. Shifts: Other duties include, but are not limited to: library duty, evening residential office duty, commissary duty and evening rounds. Any pre-assigned duties may be exchanged with other counselors to arrange for a more compatible schedule IF (a) both counselors agree; (b) the RD are informed; and (c) the switch is made at least 24 hours in advance of the assigned duty (so that the RD on duty is aware who is responsible for the respective shifts). For instance, a counselor who was assigned to butterfly duty until 1 am on June 30 but has an exam on the morning of July 1 may switch duties, so long as conditions (a), (b), and (c) are met. To ensure the smooth operation of the YSS program, counselors should avoid frivolous, repeated, and last-minute shift changing. **RCs who request a shift change but are unable to secure a replacement are still responsible for covering their assigned shift.**
5. Committees: RCs will be assigned to committees at the beginning of the summer, primarily to plan weekend on-campus events. Other committees, often suggested by counselors, include Publicity, Study Breaks, IMs, Running Club, Dessert Club, Culture, Community Service, Zoom interest groups, among others. (RCs can also suggest new committees that make use of their own interests and talents.) RCs are each encouraged to take a leadership position in one committee (i.e., the "Contact Person") to facilitate good communication and a working relationship with the entire group of counselors and with the RDs. Attending committee meetings is required and is essential to the effective functioning of these events.
6. Trips: RCs sign up to lead trips for the summer, which include a range of activities allowed by state, local, and university COVID-19 restrictions and guidelines. Pairs of counselors lead each trip, which involves advertising, emailing the students who plan to participate in the activity with logistical information, and writing a brief report upon the conclusion of the activity to assess how each event might be made smoother.
7. Nights and Weekends Off: RCs are required to work eight of the ten YSS weekends (that is, from Friday afternoon at 5 pm through Sunday evening) and must be on campus for each Sunday night's mandatory All-Staff Meeting. The RDs assign weekends off based upon each counselor's preferences and by overall demand. All counselors must be in residence during registration and move-in, move-out periods. Nights off will generally be assigned a few weeks into the summer once the first wave of students have settled in and the YSS Residential Staff routine is established. Nights off are a privilege which can be revoked at any time during the summer if counselors are not consistently attending to all other parts of their jobs faithfully. Nights off are available for counselors Monday through Thursday evenings upon request and depending on availability and are scheduled by the RDs. Each counselor will get one weeknight off each week, and the RD will make every effort to accommodate each counselor's choice of dates. If a night off conflicts with a previously scheduled trip/butterfly shift/lock-out duty, arrangements must be made so that all shifts are covered.
8. Move-In/Move-Out: RCs help to move students into their colleges as assigned during the designated move-in periods. RCs escort students to their rooms with their luggage and talk to students about mandatory meetings, the dining hall, facilities, etc. At the end of the summer, RCs inspect student rooms and suites to ensure that garbage is removed, and furniture is intact and collect the students' keys and turn them into the housing office.
9. May perform other duties as assigned.

Meetings: On most weeks, RCs will attend one required meeting, the All-Staff Meeting, held on Sunday evenings. They may also have other required meetings (e.g., committee meetings). **Such meetings are**

mandatory, and failure to attend on-time without prior release from the Senior Counselor or RDs may result in dismissal.

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. 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, excellent listening skills, and energy. Previous counseling experience is a plus.

Compensation: RCs are 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 an RC decides not to enroll in a summer course, this tuition reduction cannot be converted into a stipend. Each counselor is also allowed two weekends away during the summer by pre-arrangement with the Head of Summer Colleges. No counselor may enroll in more than two summer course credits. **Counselors may undertake limited part-time employment and other activities only if these extra commitments do not conflict with their scheduled counselor responsibilities.**

Additional Information: Counselors 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, June 3, 2021, for the start of counselor 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 counselor position. Counselor duties continue through Sunday, August 15, 2021. The Residential Life Staff is expected to participate in the end-of-summer staff picnic.

To be effective in their work, counselors should be familiar with the academic, dormitory, and dining hall regulations of Yale Summer Session. The counselors pledge to uphold these regulations and ensure that YSS 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. RCs must conduct themselves in a way that models the behavior expected of the students in the college.

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.