

# Yale Summer Session

**Job Title:** Yale Summer Session Residential Director

**Department:** Yale Summer Session (YSS) offers courses for credit to a wide array of students including high school students, international students, Yale College students, non-Yale college students, and beyond college students. Programs managed by YSS include the English Language Institute, the Global Summer Program, and the Yale Writers' Conference. Please visit our website, [summer.yale.edu](http://summer.yale.edu) for more information on each individual program.

**Description:** Under the Direction of the Head of Summer Colleges (HSC), the Residential Directors (RD) primarily handle student issues in the residential colleges as they develop, in order to maintain the order and mission of Summer Session. This entails balancing competing demands (college administrators, students, counselors, parents, etc.) with the time and resources of Summer Session to ensure a successful program for all participants. Residential Directors staff one of the summer colleges and manage Senior Counselors (SCs) and Counselors (Cs). They work as a tight team with the Head RD and the HSC.

**Responsibilities:**

1. Becomes familiar with the Yale Summer Session staff and liaison from Yale Conferences and Events (YC&E).
2. Organizes and sets the expectations for SCs and Cs and supervises activities during housing move in and move out
3. First point of contact in emergencies
4. Enforces the rules and regulations of YSS
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6. Helps run SCs and Cs orientation sessions
7. Builds and maintains working relationships with SCs and Cs
8. Participates 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.
9. Manages a group of senior counselors and counselors.
10. Supervises and assigns duties for SCs (and Cs).
11. Communicates essential information to SCs and Cs (e-mail, group-text, in-person meetings)
12. Collaborates with YC&E on housing of counselors and counselees.
13. Helps run general staff meetings (generally Sunday evenings 8 pm)
14. Attends senior staff meetings (generally Thursday evenings)
15. May chaperone YSS trips
16. Eats in the dining hall with SCs, Cs, and counselees to check in, keeps lines of communication open. Become recognizable to all.
17. Ensures 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. Helps maintain a positive feeling in the colleges. Participates in community building. Asks counselees who their counselor is.
19. Handles late arrivals during move in and lockouts in session
20. Manages curfew check-in

21. Conducts her/himself in a way that deserves the respect and models the behavior expected of the students in the college.
22. Takes part in disciplinary meetings with students.
23. Follows up with SCs and Cs who are not performing the responsibilities of their jobs
24. 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.
25. Follows and enforces Yale College business practices.
26. Helps set up the Summer Residential Office in the college. 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.
27. Maintains and keeps track of summer session items. Knows the items, 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)
28. Ensures all Yale University and YSS policies and procedures are followed.

**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:** RDs must be available to work evenings (beginning at 5:00 pm) and weekends during the entire 11 weeks, from Wednesday, May 22, 2018 through Sunday, August 4, 2019, and must attend an orientation. There may be instances where an RD needs an evening or a weekend off, which can be arranged with the HSC.

**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.