

Yale Summer Session

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, 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. The RDs each staff one of the summer colleges and manage the Residential Counselors (RCs). 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.

Under the direction of the Head of Summer Colleges (HSC), the Residential Directors (RDs), maintain the order and mission of Yale Summer Session (YSS), marshalling resources to ensure a successful program for all participants, primarily by attending to student issues as they develop. Balancing the needs of students and staff, as well as college administrators and others, the RDs supervise the operation of the summer colleges and manage the Residential Counselors (RCs). The RDs work as a tight team with the Head RD (HRD) and HSC.

Responsibilities:

1. Become familiar with the YSS staff and liaisons from Yale Conferences and Events (YC&E).
2. Plan and Facilitate orientation and training sessions for Residential Life Staff.
3. Organize and set the expectations for RCs and supervise activities during housing move-in and move-out.
4. Serve as a first point of contact in emergencies. One RD will be on-call at all times. The Head RD is on call from 9 a.m. - 5 p.m. M-F.
5. Enforce the rules and regulations of YSS.
6. Work with the team to supervise the colleges during the evening/overnight hours, while also helping with daytime office duty a couple of times each week.
7. Build and maintain working relationships with all Residential Life staff.
8. Manage a group of RCs. They should have at least two meetings in each of Sessions A and B.
9. Support the Residential Life operations committees. Attend meetings and provide logistical support as needed to make committee operations successful.
10. Collaborate with YSS Office on housing of staff.
11. Help run general staff meetings (generally Sunday evenings 8:00 pm).
12. Attend Residential Life leadership team meetings.
13. Help lead YSS off-campus trips as the Yale purchasing card holder.
14. Participate in community building and keep lines of communication open.
15. Handle late arrivals during move-in and lockouts in session.
16. Conduct themselves in a way that models the behavior expected of the students in the college.

17. Take part in disciplinary meetings with students as appropriate.
18. Meet with members of Residential Life Staff who are not performing the responsibilities of their jobs.
19. Promptly return receipts and reconciliation paperwork to the YSS Assistant RD - Finance within 24 hours of every purchase.
20. Follow and enforce Yale College business practices.
21. Assist the Head RD with setting up the Summer Residential Office in the college at the beginning of the summer and closing the office at the end of the summer.
22. Ensure all university and YSS policies and procedures are followed.
23. Help organize and attend the final end-of-summer event for Residential Life Staff.
24. 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 received.

Additional Information: The RDs may be expected to begin the planning work for this position during the months of April and May. The RDs should report to the YSS 55 Whitney Office at 9am sharp on Wednesday, May 22 to begin training and work.

In addition to daytime office duty a couple of times each week, RDs must be available to work evenings (beginning at 5:00 p.m.) and weekends during the entire 11 weeks, from Wednesday, May 22, 2024, through Sunday, August 4, 2024, and must lead 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 RDs are expected to participate in the end-of-summer staff event.

RDs may undertake limited part-time employment and other activities only if these extra commitments do not conflict with their scheduled responsibilities. Other employment must be expressly approved in writing by the HSC and YSS Office.

Residential Directors must hold a bachelor's degree and may not enroll in Yale Summer Session coursework without explicit, written permission from 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.