

Yale Summer Session

Job Title: Yale Summer Session Senior Residential Counselor

Description: Reporting to the Residential Director (RD), the Yale Summer Session Senior Residential Counselor is responsible for supervising, training, advising, and supporting a group of residential counselors, as well as providing support for summer session counsees. Senior Counselors work under close supervision of the RD with whom they meet weekly for ongoing training, planning, and problem-solving.

Responsibilities:

1. Supervise a group of counselors in all aspects of residential life programming and ensure that they are fulfilling their duties as stated in their job description.
2. Lead community building by be present in all college spaces, including the dining hall, common room, butterfly, library, courtyard, etc. during the evening hours and weekends. In addition to running events, staff members should *attend* events and encourage their counsees to attend. Make yourself available to the students and counselors if they need your help.
3. Support counselors in developing community and cohesion in the residential colleges.
4. Oversee counselors' completion of entryway duties (e.g., posting calendars/important information in entryways, creating nametags for their counsees, etc.)
5. Ensure counselors introduce themselves to their students, help them develop professional relationships with those students, and encourage them to meet regularly, individually or as a group, with their counsees.
6. Mentor and guide counselors in weekly team training sessions.
7. Oversee the committee work of their counselors to ensure that events run smoothly.
8. Monitor nightly rounds and orderliness of assigned areas.
9. Work with butterfly manager to make sure butterfly is staffed and counselors are working appropriately.
10. Approve any shift changes for counselors.
11. Responsible for advising and counseling a group of approximately 15 students, overseeing the welfare of each of student and acting as the first-point of contact when students have questions or problems.
12. Help with registration and orient counselors.
13. Help with attendance at mandatory All-Staff meetings (Sunday nights)
14. Send nightly reports to the RDs.
15. Substitute for counselors and other staff in cases of emergency.
16. Ensure all Yale University and YSS policies and procedures are followed.
17. May perform other duties as assigned.

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 previously served as a YSS counselor. While no single formula can describe the person who would make the most effective senior counselor, 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, patience, attention to detail, a good sense of humor, excellent judgment, and energy.

Compensation: Each senior counselor is given free room and board for the orientation period and the ten weeks of the program, a stipend of \$250, and a tuition reduction for the equivalent of one summer course credit. If the senior counselor decides not to enroll in a summer course, this tuition reduction cannot be converted into a stipend. Each senior counselor is also allowed two weekends away during the summer by pre-arrangement with the Head of Summer Colleges. No senior counselor may enroll in more than two summer course credits. Senior counselors can undertake limited part-time employment if it does not conflict with their scheduled responsibilities. Additionally, senior counselors are guaranteed a single room.

Additional Information: Senior counselors will be required to attend mandatory training sessions before the summer classes begin. Senior counselors must be on campus at Yale by 4:00 p.m., Thursday, May 21, 2020, for the start of counselor training. Training starts on Thursday evening, 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. Senior counselor duties continue through Sunday, August 2, 2020. All YSS residential life staff are expected to participate in the end-of-summer staff picnic.

To be effective in their work, senior counselors should be familiar with the academic, dormitory, and dining hall regulations of Yale Summer Session. The senior counselors are pledged to uphold these regulations and make sure that Summer Session students uphold 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.

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.