

Yale Young Global Scholars Program

Assistant Director of Residence Life

Work Site: Branford and Saybrook Colleges - New Haven, CT.

Duration: Seasonal - Summer

Work Schedule: Full-time – The Assistant Director of Residence Life (ADRL) is expected to be on-call 24/7 in case of emergencies throughout the duration of the program.

Job Description:

Yale Young Global Scholars (YYGS) runs two-week, high school academic enrichment and leadership development programs for students from around the world. This year, six unique sessions will be offered, with two sessions running concurrently.

Dates	Branford College	Saybrook College
June 19 – July 2, 2017	Frontiers of Math & Science	Social Development & Social Entrepreneurship
July 9 – July 22, 2017	Applied Science & Engineering	International Affairs & Security
July 27 – August 9, 2017	Biological & Biomedical Science	Politics, Law & Economics

Approximately 450 students and 75 staff members will be attending YYGS in each two-week period, split across two sessions housed in the Branford and Saybrook Colleges. Each team of three ADRLs under the direct supervision of the Director of Residence Life, the ADRL is responsible for creating a safe and welcoming environment for students; ensuring the safety and security of YYGS participants; and facilitating residential activities and program operations in their respective college. The three ADRLs for each session will be responsible for maintaining a constant presence in their residential college throughout the program in order to anticipate and respond to students' non-academic needs and address them in a timely manner. This will consist of regular shifts in the program office, periodic overnight on-call shifts, and general visibility throughout the session. Due to the nature of this program, the ADRLs may also be asked to help perform other duties as assigned by the DRL.

Duties and Responsibilities

- Manage the participant check-in/check-out procedure. Check-in duties include developing a rotation for instructional staff, ensuring that all participants successfully arrive at the program (and reporting students who are not accounted for to the DRL), managing tablet, phone rental, and canteen sales, and overseeing prox card, nametag, and room key distribution. Check-out procedures including facilitating room inspections and managing the return of prox cards, room keys, phones, and tablets.

- Enforce the expectation that participants respect the property of the residential college and all individuals in the vicinity, including Yale affiliates who share the space with YYGS.
- Ensure that the residential needs of participants are met (facilities and accommodations, etc.) and report any concerns to the DRL.
- Ensure that all participants are accounted for in every academic class session (lecture, discussion sections, capstone project groups, and seminars). Actively seek out students that are unaccounted for in these sessions.
- Ensure that all participants are respecting the curfew.
- Implement curriculum and ensure adequate supervision for all residential activities including, but not limited to:
 - Family Time - "Families" are comprised of one instructor and 8-10 participants; they meet on a regular basis and the goal of family time is to foster a tight-knit community during their time at YYGS. ADRL would assist the DRL in crafting activities that would foster community development, team building, etc.
 - Speaker Series - similar to TED talks, students audition to give a seven-minute talk in front of their YYGS classmates on a topic they're passionate about and want to share. ADRL would select speakers, help them prepare, and organize the event for all 450+ participants
 - Diversity Series - a time for participants to celebrate students' differences along with have discussions about challenging topics related to identity, race, class, etc. ADRLs will implement this series with the input of the DRL and Leadership Team
 - Talent Show - A program favorite! A program tradition! Organize a talent show on the last night for each session
 - Movie and Discussion - On one night in each session, participants will watch a movie related to the topic of the session. ADRLs will assist in selecting the video and coordinating a discussion of the movie to follow
 - College Admissions Talk - A Yale College admissions officer offers an info session about Yale College on one evening during the session
 - Free Time - each evening after 9pm, on Sunday mornings, and on a few occasional afternoons. The Res Life team is responsible for providing supervision during these times and offering optional activities for students to enjoy
- Directly manage residential activities that are directly implemented by the instructional staff (i.e. Family Time).
- Assist DRL in day-to-day management of interns.

- Implement strategies (including proper documentation) for disciplinary action of YYGS participants
- Coordinate strategies for proper documentation of all student interactions (disciplinary, academic or interpersonal in nature).
- Be the primary point of contact during the sessions for participants (when on shift).
- Communicate any concerns about students to the DRL in an appropriate and timely fashion
- Maintain adequate office supplies in each program office.
- By the conclusion of summer programming, submit a comprehensive operational binder for legacy and to be reviewed for best practices.
- Perform other related functions at the direction of the DRL.

Skills and Specifications

- Has excellent communication and interpersonal skills
- Has experience in effectively managing a team
- Is comfortable working with secondary school-aged children (ages 15-17)
- Demonstrates superior organizational skills and ability to multi-task
- Responds appropriately to stressful situations
- Demonstrates flexibility and willingness to help administer the program
- Is willing and able to live on campus when the program is in session
- Available for occasional coordination meetings in Spring 2017 and available to begin working full-time from June 12—August 11, 2017

Experience and Training

- Preferred: Experience working with teen-age population in a residential setting
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***The ADRL is required to live on campus while the program is in session. Housing and meals during sessions are provided at no cost.**

Hours 40 + hours per week

Compensation	\$6,300 for duration of employment (\$700 per week for 9 weeks: June 12-August 11, 2017).
Job Level	Student Worker, Professional Worker
Time Frame	Summer
Work Location	Branford and Saybrook College