Yale Young Global Scholars Program

Assistant Director of Residential Life (ADRL)

Work Site: Yale University – New Haven, CT  Number of Positions Available: 1

Contract Duration: June 5 – August 11, 2019  Salary: Range based on experience

Work Schedule: Full-time – The ADRL is expected to work full-time on a shift rotation (including nights and weekends) established by the Director of Residential Life and be part of an overnight on-call rotation 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. Approximately 700 students attend YYGS in each two-week period, split across three sessions housed in Pierson, Davenport, and Jonathan Edwards Colleges on Yale’s campus.

Under the direct supervision of the Director of Residential Life (DRL), the Assistant Director of Residential Life (ADRL) is hired to work along the DRL in organizing and maintaining all aspects of residential life across all colleges and sessions. This includes creating a safe and welcoming environment and ensuring safety and security for all staff and students, handling non-medical emergencies, facilitating program operations, and managing the program office personnel who coordinate residential activities and operations. Along with the DRL, the ADRL manages the entire Residential Life Team (Res Life) including three program offices and a health office.

Duties and Responsibilities

- Supervise Residential Life Team, including the Assistant Director of Residential Life (ADRL), College Leads, Residential Advisors, Interns, and Health Staff. Empower staff to work independently and together. Support their needs, monitor their work ethic and quality of work, manage their schedules and provide constructive feedback.

- Assist with planning and implementation of all Residential Life Staff and Instructional Staff orientations.

- Facilitate and oversee the participant check-in/check-out procedure. ADRL responsibilities include developing a rotation for Instructional Staff, approving a rotation for the Residential Life Team, ensuring that all participants successfully arrive at the program (and reporting students who are not accounted for to the YYGS Director), managing tablet and phone rental, and overseeing prox card, nametag, and room key distribution. Check-out procedures include overseeing room inspections and the return of prox cards, room keys, phones, and tablets.

- Oversee residential aspects of the program for 700+ participants and 45+ staff members in residential colleges. On occasion, the Residential Life Team may also need to work in coordination with the Instructional Staff and/or Leadership Team to provide assistance related to academic programming.
• Direct Residential Life Team in coordinating and implementing curriculum for these residential activities (list is subject to change):

  o YYGS Family Time - “YYGS Families” are comprised of one instructional staff member and 7-8 participants. Groups meet on a regular basis and the goal of family time is to foster a tight-knit community during their time at YYGS. Residential Life Team members are present to assist instructors in activity implementation.

  o Speaker Series - Similar to TED talks, students audition to give a seven-minute talk in front of their peers on a topic they’re passionate about and want to share. The Residential Life Team manage the audition process and selection of speakers, help participants prepare, and organize the event for all 700+ participants.

  o Talent Show - A program favorite! A program tradition! Organize a talent show on the last night for each session.

  o Game Show Night - On one night each session, the Residential Life Team runs a game show for the participants. College Leads ensure success from planning to implementation.

  o Recreational Activities – Organize opportunities for participants to visit a variety of locations on campus. This may include labs, museums, and other landmarks. The Residential Life Team ensures participants know about the various options and organizes necessary staff coverage.

  o End of Session Party – After the talent show, all YYGS participants come together for a big party within the residential colleges. Music, karaoke, snacks, and games are all part of this fun night, which is fully organized, managed, and run by the Residential Life Team.

  o Free Time - Each evening after 9pm and on Sunday mornings. The Residential Life Team is responsible for providing supervision and offering optional activities for students to enjoy.

• Ensure that all 700+ participants are accounted for in every academic class session (lecture, breakout sessions, capstone project groups, and seminars), residential activity, and major special event. Ensure the program offices are actively seeking out participants who are unaccounted for in these sessions.

• 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 and staff are met (facilities and accommodations, etc.) and report any concerns to YC&E.

• Ensure that all participants are respecting the evening curfew and program boundaries.

• Take lead on day-to-day management of College Leads with DRL.

• Implement strategies for disciplinary action of YYGS participants.
• Adhere to and implement strategies as set forth by DRL for disciplinary action of YYGS participants including proper documentation of all student interactions (disciplinary, academic or interpersonal in nature).

• Be a point of contact during the sessions for parents of participants.

• Carry and answer the director cell phone during the day and overnight (when on shift).

• Perform other related functions at the direction of the DRL, JKCP Yale Manager, and the Leadership Team.

• Specific ADRL roles include:
  o Stay current with participant arrivals and departures and contact participants who don't arrive when expected
  o Create staff rotations each session for events including check in, check out, and the final party
  o Organize appreciation events for Residential Life Staff
  o Coordinate the final party each session with the help of a delegate from each program
  o Review and approve/deny participant permission forms for admissions interviews and leaving campus
  o Be the main point of contact for staff meals during orientation

**Skills and Specifications**

• Has excellent communication and interpersonal skills including public speaking to an audience of 700+

• Has experience in effectively managing a team

• Is comfortable working with teenage children in a residential setting (ages 15-17)

• Demonstrates superior organizational skills and ability to multitask

• Responds appropriately to stressful situations

• Demonstrates flexibility and willingness to administer the program

• Available for occasional coordination meetings (virtual) in Winter 2018-19 and Spring 2019 and available to arrive on June 5 and live on campus, working full-time from June 5 (12:30pm) — August 11 (5pm), 2019

**Experience and Training**

• Required: Experience working with teenage population in a residential setting

• Required: Successful completion of background check

• Preferred: B.A or B.S. degree earned