Yale Young Global Scholars Program
Assistant Director of Residential Life (ADRL)

Work Site: Yale University – New Haven, CT
Number of Positions Available: 2

Contract Duration: June 9 – August 10, 2018
Salary: $6,300 (9 weeks at $700 per week, includes housing and meals)

Work Schedule: Full-time – ADRLs are 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. In Summer 2018, six unique sessions will be offered, with two sessions running concurrently, as outlined below.

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<th>Dates</th>
<th>STEM Sessions</th>
<th>Social Science Sessions</th>
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<td>June 17 – June 30, 2018</td>
<td>Applied Science &amp; Engineering</td>
<td>International Affairs &amp; Security</td>
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<td>July 8 – July 21, 2018</td>
<td>Frontiers of Science &amp; Technology</td>
<td>Social Development &amp; Social Entrepreneurship</td>
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<td>July 27 – August 9, 2018</td>
<td>Biological &amp; Biomedical Science</td>
<td>Politics, Law &amp; Economics</td>
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Approximately 450 students and 75 staff members attend YYGS in each two-week period, split across two sessions housed in Pierson and Davenport Colleges on Yale’s campus. Under the direct supervision of the Director of Residential Life (DRL), two ADRLs are hired, each managing a Program Office, residential life activities, and participant supervision associated with their assigned residential college. The ADRL of each college manages a team of two residential advisors (RAs) and four Interns. The ADRL and their team are responsible for maintaining a safe and welcoming YYGS community, ensuring the safety and security of YYGS participants, and facilitating residential activities and program operations in their respective college. The ADRL for each session is responsible for maintaining a constant presence in their residential college throughout the program in order to anticipate and respond to students’ needs and address them in a timely manner. ADRLs work regular shifts in the Program Office and are part of a rotation of overnight on-call shifts. Due to the nature of this program, ADRLs may also be asked to help perform other duties as assigned by the DRL.

Duties and Responsibilities

- Manage the college’s Program Office. Participants visit the Program Office for all of their non-academic needs such as lost keys, canteen (a variety of food items are sold for $1), roommate conflicts, maintenance issues, mail pick up, and participant sign in/out.
- Supervise Residential Life Team, including two RAs and four Interns. 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.
- Oversee residential aspects of the program for 250+ participants and 15+ staff members in residential college. On occasion, ADRLs 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 450+ 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. ADRLS ensure success from planning to implementation.
  
  o College Admissions Talk - A Yale College admissions officer offers an information session about Yale College on one afternoon during each session. The Residential Life Team ensures participants know about this opportunity and organize necessary staff coverage.
  
  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 organize necessary staff coverage.
  
  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.

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

- Ensure that all 250+ participants are accounted for in every academic class session (lecture, breakout sessions, capstone project groups, and seminars), residential activity, and major special event. Actively seek out students 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 are met (facilities and accommodations, etc.) and report any concerns to the DRL.

• Ensure that all participants are respecting the evening curfew.

• Assist DRL in day-to-day management of RAs and 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).

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

• Communicate any concerns about students to the DRL in an appropriate and timely fashion.

• By the conclusion of summer programming, submit recommendations for edits and additions to the Residential Life manual.

• Perform other related functions at the direction of the DRL and Leadership Team.

**Skills and Specifications**

• Has excellent communication and interpersonal skills

• Has experience in effectively managing a team

• Is comfortable working with teenage 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 during orientation, when the program is in session, and on the days leading up to each session

• Available for occasional coordination meetings (online) in Spring 2018 and available to arrive on June 9 and work full-time from June 10 (9am) — August 10 (5pm), 2018

**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