Yale Young Global Scholars Program

Intern

**Work Site:** Yale University – New Haven, CT  
**Number of Positions Available:** 12

**Contract Duration:** June 11 – August 10, 2019  
**Salary:** $2,250 ($750 per session, includes housing and meals)

**Work Schedule:** Full-time – Interns work alongside the rest of the Residential Life Team in the Program Office, lead breakout sessions relating to lectures, and have added residential and instructional responsibilities depending on the specific role assigned.

**Job Description:**

The YYGS Internship Program allows rising college freshmen to have a unique behind-the-scenes look at the program administration and to work closely with the Director of Residential Life (DRL), Residential Life Team, and YYGS Leadership Team to successfully administer the sessions in New Haven. In addition to regular Intern responsibilities, each Intern teaches breakout sessions after lectures and has one of four specific roles.

For summer 2019, each residential college of YYGS will have a four-person team of interns that will play a key role in the day-to-day running of the program. The dates and sessions are displayed below. Contract dates above include orientation and cleanup.

While close in age to the participants, interns are distinguished as staff members. Participants will often approach Interns with questions or concerns, so it is important for all Interns to act with respectful authority and maintain the high standard of professionalism and excellence YYGS demands.

**Duties and Responsibilities**

- Work shifts in the Program Office under the guidance of the College Lead, including:
  - Assist with sign-in/sign-out procedures
  - Run the YYGS Canteen (store for snacks)
  - Provide organizational support, as necessary
  - Facilitate and participate in Residential Life programming
  - Respond to participant inquiries by answering questions or referring participants to the proper member of the Leadership Team
  - Conduct attendance during morning lectures, special events, and when requested

- Lead post-lecture Breakout Sessions (formerly known as discussion sections)

- Complete tasks relevant to the specific Intern role (Social Media, Multimedia, Communication, and Special Meals).

- Assist the DRL, ADRL, College Leads, RAs, and Leadership Team, as needed
• Work with the rest of the Residential Life Team to run participant check-in/check-out. Check-in duties include ensuring that all participants successfully arrive at the program (and reporting students who are not accounted for to the DRL), distributing tablet and phone rentals, as well as prox cards, name tags, and room keys. Check-out procedures include room inspections and collecting 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 all participants are respecting the evening curfew and program boundaries.

**Specific Intern Roles**

• **Social Media**
  This intern is responsible for assisting in the management of the YYGS Communications Team, which is a team of about 10 participants who have an interest in photography, videography, and managing the Humans of YYGS Facebook page. The Social Media Intern also photographs evening events, manages the use of physical Instagram frames and posts content on Instagram highlights featuring day-to-day YYGS moments and videos.
  Required Skills: Attention to detail, photography, social media proficiency

• **Communications**
  This intern is responsible for creating the daily announcements newsletter that is emailed to participants every morning. This includes obtaining the daily menu from the dining hall app, as well as the schedules, rosters, and room assignments from the Leadership Team and curating the announcement newsletter in a timely manner. The Communications Intern also works with the Leadership Team to help optimize the communications strategy for YYGS.
  Required Skills: Writing, proofreading, attention to detail

• **Multimedia**
  This intern is responsible for providing technical administrative support for instructors and lecturers, ensuring that microphones, laptop adapters, laser pointers, etc. are available and working in a timely manner. They are responsible for setting up lecture presentations and will be the point person for technology requests. The Multimedia Intern will also be asked to assist instructors with audio/visual equipment during the sessions they teach.
  Required Skills: Computer/technology proficiency and troubleshooting

• **Special Meals**
  This intern is responsible for coordinating and advertising special meals in the college and will be tasked with ensuring space availability, creating signage, conducting the lottery for participant placements and taking attendance at these events. The Special
Meals Intern is also tasked with greeting speakers and special meals hosts and showing them to their designated areas.

Required Skills: Organization, attention to detail, event planning

**Skills and Specifications**

- Has excellent communication and interpersonal skills
- Has a professional and mature demeanor
- Demonstrates superior organizational skills and ability to multitask
- Responds appropriately to stressful situations
- Available for occasional coordination meetings (virtual) in Spring 2019 and available to arrive on June 10 or by 8am June 11 and live on campus, working full-time from June 11 (9am) — August 10 (5pm), 2019

**Experience and Training**

- Required:
  - YYGS alumna or alumnus
  - College freshman in Fall 2019
  - Ability to intern in all three consecutive sessions (June 11 — August 10)
  - Superb administrative abilities, organization, interpersonal skills, and attention to detail
  - Successful completion of background check

- Preferred:
  - Rising Yale Freshman
  - Experience specific to desired Intern role

**To Apply:** [https://jkcp.bamboohr.com/jobs/view.php?id=62](https://jkcp.bamboohr.com/jobs/view.php?id=62)