Yale Young Global Scholars Program

Intern

Work Site: Yale University – New Haven, CT

Number of Positions Available: 8

Contract Duration: June 13 – August 9, 2018

Salary: $2,250 (3 sessions at $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 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 2018, 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.

<table>
<thead>
<tr>
<th>Dates</th>
<th>STEM Sessions</th>
<th>Social Science Sessions</th>
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<tbody>
<tr>
<td>June 17 – June 30, 2018</td>
<td>Applied Science &amp; Engineering</td>
<td>International Affairs &amp; Security</td>
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<tr>
<td>July 8 – July 21, 2018</td>
<td>Frontiers of Science &amp; Technology</td>
<td>Sustainable Development &amp; Social Entrepreneurship</td>
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<tr>
<td>July 27 – August 9, 2018</td>
<td>Biological &amp; Biomedical Science</td>
<td>Politics, Law &amp; Economics</td>
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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

- In shifts, open the Program Office at 8am (along with the ADRL or RA assigned to the morning shift).

- Staff the Program Office under the guidance of the ADRL, including:
  - Assisting with sign-in/sign-out procedures
  - Running the YYGS Canteen (store for snacks)
  - Providing organizational support, as necessary
  - Facilitating and participating in Residential Life programming
  - Responding 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 (IT, Multimedia, Communications, and Special Events and Meals).

- Assist the DRL, ADRLs, 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, nametags, 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.

**Specific Intern Roles**

- **IT**
  
  This intern is responsible for understanding how to use YYGS’s backend online management system as a super user. This includes running reports, creating communications and forms, and assisting fellow members of the Residential Life Team in their use of the system. The IT Intern takes an active role in maintaining accurate records in the canteen and printing attendance sheets when needed. Proper systems training will be provided.
  
  Required Skills: attention to detail, advanced computer proficiency: spreadsheets, mail merge

- **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 is part of a summer-long project looking at how YYGS can better incorporate technology in the classroom and academic programing. Required Skills: computer/technology proficiency and troubleshooting

• **Special Events and 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. This person is also tasked with greeting speakers and special meals hosts and showing them to their designated areas. The Special Events Intern works closely with the ADRL to help with various special events such as the admissions talk, speaker series, and/or gameshow night for their session. 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 multi-task
• Responds appropriately to stressful situations
• 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 13 and work full-time from June 14 (9am) — August 9 (5pm), 2018

**Experience and Training**

• Required:
  o YYGS alumna or alumnus
  o College freshman in Fall 2018
  o U.S. citizen or permanent resident
  o Ability to intern in all three consecutive sessions
  o Superb administrative abilities, organization, interpersonal skills, and attention to detail
  o Successful completion of background check
• Preferred:
  o Rising Yale Freshman
  o Experience specific to desired Special Intern role