Yale Young Global Scholars Program

Residential Advisor (RA)

**Work Site:** Yale University – New Haven, CT  
**Number of Positions Available:** 4

**Contract Duration:** June 11 – August 10, 2018  
**Salary:** $4,500 (9 weeks at $500 per week, includes housing and meals)

**Work Schedule:** Full-time – The Residential Advisor (RA) works full-time on a shift rotation (including nights and weekends) established by the Assistant Director of Residential Life and is 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>Sustainable 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. Each college contains a Residential Life Team comprised of one Assistant Director of Residential Life (ADRL), two RAs, and four Interns. Under the direct supervision of the ADRL, the Residential Life Team is 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. RAs work regular shifts in the Program Office, are part of a rotation of overnight on-call shifts, and have a variety of responsibilities in and out of the residential college on Yale’s campus. Due to the nature of this program, ADRLs may also be asked to help perform other duties as assigned by the ADRL or Director of Residential Life (DRL).

**Duties and Responsibilities**

- Work regular shifts in the session’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.
- Coordinate and implement curriculum for these residential activities with your college’s Residential Life Team, (list is subject to change):
  - Family Time - “YYGS 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. Residential Life Team members are present to assist instructors in activity implementation

- 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. The Residential Life Team organizes the selection of speakers, helps participants prepare, and organizes the event for all 450+ participants.

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

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

- College Admissions Talk - A Yale College admissions officer offers an info session about Yale College on one afternoon during the session. The Residential Life Team ensures participants know about this opportunity and organize necessary staff coverage.

- On-Campus Visits – Some sessions include an afternoon when participants 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.

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

  • Ensure that all 250+ participants are accounted for in every academic class session (lecture, discussion sections, capstone project groups, and seminars), residential activity, and as requested in other sessions. Actively seek out students that 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 ADRL.

  • Ensure that all participants are respecting the evening curfew.

  • Implement strategies (including proper documentation) for disciplinary action of YYGS participants.
• Implement strategies for proper documentation of all student interactions (disciplinary, academic or interpersonal in nature).

• Be a point of contact during the sessions for participants (when on shift).

• Communicate any concerns about students to the ADRL 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 ADRL.

**Skills and Specifications**

• Has excellent communication and interpersonal skills

• Has experience working on a team and demonstrated ability to work well with colleagues

• 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 11 and work full-time from June 12 (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: In pursuit of undergraduate degree or degree attained