

## **Yale Young Global Scholars Program**

### **College Lead**

**Work Site:** Yale University – New Haven, CT

**Number of Positions Available:** 3

**Contract Duration:** June 8 – August 10, 2019

**Salary:** \$6,300 (\$700 weekly, includes housing and meals)

**Work Schedule:** Full-time – College Leads 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. 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) and the Assistant Director of Residential Life (ADRL), three College Leads are hired, each managing a Program Office, residential life activities, and participant supervision associated with their assigned residential college. The College Lead of each college manages a team of two residential advisors (RAs) and four Interns. The College Lead 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 College Lead 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.

### **Duties and Responsibilities**

- Supervise Residential Life Team of one of three YYGS residential colleges, including three 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.
- Manage the college's Program Office and ensure all residential needs of participants are met (facilities and accommodations, etc.) and report any concerns to the DRL.
  - Participants visit the Program Office for all of their non-academic residential 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.
  - Instructors visit the program office for course supplies, A/V support, and maintenance issues.
- Oversee residential aspects of the program for 220+ participants and 15+ staff members in residential college. 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):
  - 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.
  - 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.
  - 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. College Leads ensure success from planning to implementation.
  - 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.
  - 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.
  - 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.
- Assist with management of participant check-in/check-out procedures. College Lead responsibilities include ensuring that all participants successfully arrive at the program (and reporting students who are not accounted for to the ADRL) and overseeing prox card, nametag, room key distribution, and phone and tablet rentals. Check-out procedures include facilitating room inspections and managing the return of prox cards, room keys, phones, and tablets.
- Ensure that all 220+ 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 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 all participants are respecting the evening curfew and program boundaries.
- 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 the primary point of contact during the sessions for participants including carrying and answering the program cell phone during the day and overnight (when on shift).
- Communicate any concerns about participants to the DRL in an appropriate and timely fashion.
- Perform other related functions at the direction of the DRL, ADRL, and Leadership Team.

### **Skills and Specifications**

- Has excellent communication and interpersonal skills including comfort with public speaking to an audience of 700+
- Has experience in effectively managing a team
- Is comfortable working with teenage children (ages 15-17)
- Demonstrates superior organizational skills and ability to multitask
- Responds appropriately to stressful situations
- Demonstrates flexibility and willingness to help administer the program
- Enjoys working outdoors and doesn't mind walking across campus several times per day and lifting up to 30 pounds
- Is available for occasional coordination meetings (virtual) in Spring 2019 and available to arrive on June 8 (or evening of June 7<sup>th</sup> by 10pm) and live on campus working full-time from June 8 (12:30pm) — August 10 (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

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