

## **Yale Young Global Scholars Program**

### **Residential Advisor (RA)**

**Work Site:** Yale University – New Haven, CT      **Number of Positions Available:** 9

**Contract Duration:** June 11 – August 10, 2019      **Salary:** \$4,500 (\$500 weekly, 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 College Lead.

#### **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.

Each college employs a Residential Life Team comprised of one College Lead, two RAs, and four Interns. Under the direct supervision of the College Lead, 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, and have a specific role along with a variety of responsibilities in and out of the residential college on Yale's campus.

#### **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.
  - Instructors visit the program office for course supplies, A/V support, and maintenance issues.
- 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 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. 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, 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 a College Lead), 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.
  - Ensure that all 220+ 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 participants 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 College Lead.
  - Ensure that all participants are respecting the evening curfew and program boundaries.
  - Adhere to 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).
  - Communicate any concerns about students to the College Lead in an appropriate and timely fashion.

- Due to the nature of this program, RAs may also be asked to help perform other duties as assigned by a College Lead, Assistant Director of Residential Life (ADRL), or Director of Residential Life (DRL).

**Specific RA Roles** - In addition to above responsibilities, each RA has a specific role

- **Special Events** - The Special Events RA is responsible for overseeing the college's special events including the Speaker Series, Talent Show, and Game Show Night. This RA identifies a planner (self or another member of team) for each event and ensures that events are organized and carried out well. They also coordinate recreational activities and museum visits during family time.
- **Supplies** - The Supplies RA is responsible for maintaining all supplies within the program office. This includes supplies for instructors, participants, and residential activities. The Supplies RA maintains a sign in and sign out process to ensure safekeeping of supplies. Additional roles include managing the Canteen (all food items are \$1) and assisting instructors and residential life staff with IT and A/V needs (mostly with projectors).
- **Hospitality** - The Hospitality RA is responsible for several items within the college. This includes door signs, name tags, maintenance requests, lost keys, and other check in materials including linens, towels, and YYGS backpacks and notebooks. Additional roles include an active role in helping to set up and coordinate check ins and check outs.

### **Skills and Specifications**

- Has excellent communication, interpersonal, and organizational skills
- Has experience with teamwork and demonstrated ability to work well with colleagues
- Is comfortable working with teenage children (ages 15-17)
- Responds appropriately to stressful situations
- 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 10 or by 8am June 11 and live on campus working full-time from June 11 (9am) — August 10 (5pm), 2019

### **Experience and Training**

- Preferred: Experience working with teenage population in a residential setting
- Preferred: In pursuit of undergraduate degree or degree attained
- Required: Successful completion of background check

**To Apply:** <https://jkcp.bamboohr.com/jobs/view.php?id=60>