Yale Young Global Scholars Program – Beijing

Health and Residential Life Coordinator

**Work Site:** Beijing, China  
**Number of Positions Available:** 1

**Job Duration:** July 23 – August 9, 2018  
**Salary:** $2000 (includes travel, housing and meals)

**Work Schedule:** Full-time – Working with the Yale Young Global Scholars Program – Beijing (YYGS-Beijing) is an incredibly busy two-week experience, and requires a full-time commitment, including being on-call 24/7 in case of emergencies.

**Job Description:**
YYGS-Beijing is a summer academic enrichment and leadership program that brings together outstanding high school students from around the world for an intensive two-week session at Yale Center Beijing in Beijing, China. YYGS-Beijing is a residential program – the approximately 90 participants and 20 staff that make up YYGS-Beijing are all housed at the Jinglun Hotel in downtown Beijing. Under direct supervision of the Leadership Team, the Health and Residential Life Coordinator is primarily responsible for ensuring the overall health and wellness of all YYGS participants and staff during the program and for managing various residential aspects of the program.

**Duties and Responsibilities**
- Perform medical tasks such as recording temperature, blood pressure, respiratory rate, pulse, and food and fluid intake and output, as necessary.
- Triage illnesses and injuries as they arise. If participants or staff members need to seek further medical care, arrange for them to be seen at a local hospital; this may include escorting the patient and remaining with them, as necessary.
- Ensure proper documentation of patient encounters via electronic entries through CampDoc.
- Organize program-wide events such as the student talent show and student speaker series
- Oversee the student bed-check and curfew schedules
- Manage the program phone, contacting the Leadership team when necessary
- Assist the Leadership Team with attendance and locating missing students
- Perform other functions at the direction of the Leadership Team.

**Skills and Specifications**
- Trained ability to perform basic health care tasks such as recording temperature, blood pressure, respiratory rate, pulse, and food and fluid intake and output
- Adherence to appropriate health care procedures and policies
- Excellent communication and interpersonal skills
- Ability to perform well in stressful situations
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- A detail-oriented approach to work
- Comfort working with teenagers (ages 14-18)
- Flexibility and willingness to help with operational tasks
- Available for occasional coordination meetings in Spring 2018 and to work full-time from July 23 – August 8, 2018

**Experience and Training**

- Required: Successful completion of background check
- Preferred: Registered nurse, licensed practical nurse, or current Yale student pursuing a degree in the medical field (nursing, population health, medicine)
- Preferred: Experience working with teenage population in a residential setting
- Preferred: Experience working with teenage population in an emergency or primary care setting
- Preferred: Proficiency in Mandarin Chinese

**Compensation and Benefits**

- $2000 summer stipend upon completion of YYGS-Beijing
- Fully-funded two-week trip to Beijing, China, including visa fees, vaccinations, airfare, meals, and accommodation (incidental expenses incurred will be out of pocket)

**Application and Interview Process**

Applications can be submitted online at [https://apply.globalscholars.yale.edu/register/?id=c751af8e-049d-4415-a6dd-f1c9c8469a1f](https://apply.globalscholars.yale.edu/register/?id=c751af8e-049d-4415-a6dd-f1c9c8469a1f).

We strongly encourage all applicants to apply as early as possible. Applications will be reviewed on a rolling basis, and any invitations to interview will be sent immediately following review. Applicants who apply early will therefore be able to select an interview time that best suits their schedules.

**For More Information**

Visit: [globalscholars.yale.edu](http://globalscholars.yale.edu)

Contact: join.yygs@yale.edu