

Yale Young African Scholars Program

Residential Life Coordinator

Work Site: Kigali, Rwanda & Accra, Ghana

Number of Positions Available: 1

Job Duration: July 21 – August 20, 2018

Salary: \$1500 (includes travel, housing and meals)

Work Schedule: Full-time – Working with YYAS is an incredibly busy one-month experience, and requires a full-time commitment. The Residential Life Coordinator is expected to work in both locations and to be on-call during evenings when the host school's nurse is not on campus.

Job Description:

Yale Young African Scholars (YYAS) is an intensive academic and enrichment program designed for African secondary school students who plan to pursue tertiary education and wish to make meaningful impact as young leaders on the continent. Participants will enhance their academic skills, receive university admission and financial aid application guidance, and join a network of young leaders from across Africa. **Successful applicants must be members of the Yale community.**

YYAS 2018 will be held in two locations:

Rwanda: July 29 – August 7

Ghana: August 11 – August 20

Under the direct supervision of the YYAS Leadership Team, the Residential Life Coordinator is responsible for maintaining a safe and welcoming environment in each YYAS location; overseeing residential activities and program operations; and managing the overall health and wellness of all YYAS participants and staff during the program. Approximately 150 students and 20 staff members participate in YYAS in each location. Due to the nature of this program, the Coordinator may also be asked to help perform other duties as assigned by the YYAS Leadership Team.

Typical Day in YYAS:

7:30 AM – 8:15 AM → Breakfast

8:30 AM – 10:00 AM → Attend keynote lecture by Yale faculty or local expert

10:00 AM – 10:30 AM → Lead discussion session

10:30 AM – 12:30 PM → Tutor test prep group

12:30 PM – 11:30 PM → Lunch

1:30 PM – 3:00 PM → Teach seminar

3:30 PM – 5:00 PM → Lead enrichment activity

5:15 PM – 7:00 PM → Dinner

6:45 PM – 8:45 PM → Lead university guidance workshop group

Duties and Responsibilities

- Oversee residential aspects of the program for 150 participants and ~20 staff members in each location
- Coordinate the participant check-in/check-out procedure including managing material distribution and organizing dorm and classroom assignments

- Manage student medications to ensure that participants are taking the appropriate medications throughout the program
- 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, escorting the patient to nearby clinic or hospital
- Maintain adequate first-aid and appropriate infirmary supplies
- Follow assigned policies, procedures and restraints, and maintain strict confidentiality at all times
- Perform other related functions at the direction of the Leadership Team

Skills and Specifications

- Excellent communication and interpersonal skills
- Experience in effectively managing a team
- Ability to perform well in stressful situations
- Effective communication skills
- A detail-oriented approach to work
- Comfort working with teenagers (ages 14-18)
- Flexibility and willingness to help administer the program
- 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
- Available for occasional coordination meetings in Spring 2018 and to work full-time from July 21 – August 20, 2018

Experience and Training

- Required: Successful completion of background check
- Preferred: RN, LPN, 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

Compensation and Benefits

- \$1500 summer stipend upon completion of YYAS
- Fully-funded four-week trip to Africa, including visa fees, vaccinations, airfare, meals, and accommodation (incidental expenses that instructional staff elect to incur will be out of pocket)

Application and Interview Process

Applications can be submitted online at <https://apply.globalscholars.yale.edu/register/rlcapplication>.

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: <https://africanscholars.yale.edu>

Contact: african.scholars@yale.edu