Special Projects Coordinator – Children’s Program

A Special Project Coordinator is a member of the Graduate Housing Office who actively works to support the department and Yale University’s mission, values, and initiatives. Serving as a Special Project Coordinator is a privilege that enriches and enhances the overall Yale graduate experience for students living on and off-campus. Special Project Coordinators work under the direct supervision of the Graduate Housing Managers to create engaging and respectful environments that enhance the student experience at Yale.

The Special Project Coordinators of the Children’s Program assist in developing and overseeing a cooperative program for residents with children living in the designated apartment complex. Special Project Coordinators are required to be available on campus prior to the fall semester and attend monthly in-services in order to complete staff training. They will receive specialized training in: advising and counseling, crisis management, diversity and personal identity issues, programming and event planning, among other areas. The residence life program’s team approach will allow special projects coordinators to build collaboration, communication, decision-making and problem-solving skills that prove valuable in other settings here at Yale and beyond.

Qualifications:
  • A matriculated student (or a spouse) of a Yale Graduate or Professional School program.
  • Must have lived on campus for at least one academic year.
  • A positive “can do” attitude and proven ability to follow through assignments.
  • Successful candidates will have demonstrated strong time management and stress management skills.
  • A creative problem solver who can be flexible, adaptable, and work with ambiguity.

Expectations:
  • Develop a cooperative program for residents with small preschool children to run in the community room from September through May.
  • Assist with the Residence Life Staff with special event programming for all aged children.
  • Prepare a budget of supplies needed for the program and use by the children of the community room.
  • Be responsible for the scheduling of activities, notification to residents and the maintenance of the community room when the program is in session.

Time Commitment & Availability:
  • Weekly Programs: Must host weekly children’s group events in the community room.
  • Regular Meetings:
    o Bi-weekly individual meetings with the Graduate Housing Manager.
    o Monthly In-Service Meetings with Residential Life Team (reserve up to 2 hours).
    o Attend Community/Hall Meetings twice a semester.
Meet as needed with Residential Life Team to address teamwork, programming, and community concerns.

Administrative/Professional Responsibilities:

• Responsible for communicating immediately to professional staff regarding any serious or potentially serious problems concerning residents and their children.

• Monitor the condition of the community room and report damages.

• Maintain open forms of communication. This includes regularly communicating with Graduate Housing Manager during meetings, emails, phone, reports, and checking mailbox.

• Complete and submit all paperwork in a timely and through fashion.

• Perform other administrative tasks as requested by the Graduate Housing Managers.

Remuneration:

• Special Projects Coordinators are compensated for their work with a living stipend that is directly deducted from their housing bill.