An Events and Partners Coordinator is a live-in paraprofessional of the Yale Housing Office who actively works to support the department and Yale University's mission, values, and initiatives. The Events and Partners Coordinator works under the direct supervision of the Yale Housing Managers to create engaging and respectful environments that enhance the student experience at Yale. The Events and Partners Coordinator promotes Housing-wide programming initiatives amongst the other Coordinators in their dormitories/apartment buildings, helps maintain and foster a positive community experience among all communities, engages and builds an inclusive partner community throughout all apartment buildings, and serves as leader throughout the campus communities.

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:
**Large Scale Events Initiatives:**
- Work with the Housing Office to provide large scale events to all Graduate Housing at least one per month
- Utilize OrgSync as a publication tool for events and RSVP
- Provide posters (2 per large building, 1 for 254/276) about the monthly housing-wide programs to be hung in common spaces/elevators
- Work with Campus Partners to host different programs to engage the greater university community
  - Cultural Center Crawl
  - IKEA/Hamden Plaza Bus Trip
  - Six Flags Trip

**Partner Initiatives:**
- Create a newsletter to inform partners of what is happening on and around campus to get involved
- Offer opportunities and services to help students' husbands, wives, fiancés, fiancées, boyfriends, girlfriends, and partners from around the world transition to life at Yale, meet one another, and integrate fully into the Yale Housing community
- Assist in the creation of an independent community for “significant others” to adjust to life at Yale together

**OrgSync Initiatives:**
• Work with Resident Coordinators to ensure proper use and working knowledge of OrgSync
  o Sending emails
  o Creating polls
  o Posting events
  o RSVP
• Be sure Grad Housing OrgSync calendar is up to date with programming initiatives

Time Commitment & Availability:
• Training: Must be present for the entirety of training from August 6 – 10, 2018
• Monthly Programs: Must host one event a month designated for partners and/or greater Yale Housing Community
  • Monthly newsletter for Partners to stay connected.
• Regular Meetings:
  • Monthly individual meetings with the Housing Manager.
  • Monthly In-Service Meetings with Residential Life Team (reserve up to 2 hours).
  • Attend Community/Hall Meetings.
  • 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 partners.
• 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, and reports.
• Complete and submit all paperwork in a timely and through fashion.
• Perform other administrative tasks as requested by the Yale Housing Managers.

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