

# Yale-in-Washington | Yale-in-New York | Yale-in-San Francisco

Application for Summer 2012 Director

## **Vital Facts:**

- Deadline for Submission: Noon, Wednesday, February 15, 2012.
- Applications for the position of Director must be completed by the applicant and submitted electronically to: [director@yaleinwashington.com](mailto:director@yaleinwashington.com) with the subject line: “Yale in \_\_ Director Application.”
- Candidates may apply to direct the Yale-in-Washington, Yale-in-New York, and/or the Yale-in-San Francisco program, but will only be invited to interview for one. Candidates who apply to direct two or three should indicate which program they prefer to be considered for. The responsibilities of the Director position are significantly different in San Francisco, New York, and DC.

## **Eligibility:**

All currently enrolled freshmen, sophomores, and juniors in good standing are eligible to apply for the position of Program Director. Participation in a 2011 program is not a pre-requisite.

## **Responsibilities:**

- Candidates must, upon acceptance of the position, be responsible for securing and furnishing their own housing while in the Washington, D.C, New York City, or San Francisco area, and agree to remain in city for the duration of the program (typically mid-late May until mid-August).
- The Director’s core responsibility will be to organize events throughout the course of the summer that give Yalies interning in DC, NY, or SF the opportunity to meet with leaders across different fields. The approximate expected number of events is 60 for DC, 30 for NY, and 20 for SF. For an idea of the types of events that past directors have organized, visit the Yale-in-Washington website ([www.yaleinwashington.com](http://www.yaleinwashington.com)) or the Yale-in-New York website ([www.yaleinnewyork.com](http://www.yaleinnewyork.com)), visit the “Event Calendar” page, and “click to view past events.” Scroll down to June and July 2011 for DC (or click [here](#)).
- The Yale-in-Washington and Yale-in-New York programs continue to evolve to meet the changing needs of Yalies interning in DC and NYC. The Director is expected to continue this expansion of the program by considering, and implementing where possible, new features to the program. The Yale-in-San Francisco Director must be creative in designing a program to meet the needs of Yalies interning in SF. Yale-in-San Francisco is a pilot program, but will be modeled in part off of the existing programs.
- The Director is expected to maintain and respect the confidentiality of both the contact information of public figures with whom he or she will be working, and the conversations that take place during events.
- Successful candidates who accept the position will begin meeting with the previous director and contacting potential guests no later than March 2011, and will continue booking events through the balance of the academic year before relocation to Washington, New York, or San Francisco.
- The Yale-in-Washington program is expected to be the Director's primary summer position and the equivalent of a full-time job. Any additional commitment must be minor and discussed with the past director and UCS staff. The Yale-in-New York and Yale-in-San Francisco programs are expected to take up a significant portion of the student’s time during the summer. Though students may have another part-time commitment, such as a summer course or a part-time internship, any such commitment must be discussed

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with the program coordinator and UCS staff. There is a substantial stipend of \$5,000 for the YiW Director's position, and \$3,000 for the YiNY and YiSF Director's positions.

- The Director is also expected to submit an end of summer report as well as work with UCS throughout the following academic year (2012-2013) to maintain the program. The Director position officially ends when the next director is selected.

### **Skills:**

Ideal candidates will have managerial/administrative or event/social planning experience applicable to the position; exhibit a familiarity or willingness to gain quick familiarity with the Washington, D.C, New York City, or San Francisco area; an ability to formally represent Yale University in frequent interactions with high-level government and business officials; the ability to interact closely with Yale administrators, particularly members of Undergraduate Career Services; the ability to multi-task; a demonstrated capability to responsibly handle a significant discretionary budget; and most importantly, a high degree of organization and positive energy necessary to enrich the summers of hundreds of Yale students.

### **Selection Process:**

Applications will be read in the days after the submission deadline, and candidates will be notified about interviews shortly thereafter. Interviews will be conducted the week of February 20. All applicants will be notified of the status of their application by no later than February 28, 2012. The successful candidate must formally accept the position no later than March 1, 2012.

### **Questions?**

All questions pertaining to the application can be sent to [director@yaleinwashington.com](mailto:director@yaleinwashington.com) or [director@yaleinnewyork.com](mailto:director@yaleinnewyork.com). You can also email the 2011 Yale-in-Washington student director, Sara Egozi (MC '12), at [sara.egozi@yale.edu](mailto:sara.egozi@yale.edu), or the 2011 Yale-in-New York student director, Lucy Brady (SY '12), at [lucy.brady@yale.edu](mailto:lucy.brady@yale.edu).

**Biographical Information**

Name:

Class Year:

Residential College:

City of Origin:

Major (or undecided):

Phone:

**Did you participate in last year's Yale-in-Washington or Yale-in-New York program? (This is not a pre-requisite for consideration.)**

**If you are applying to direct more than one program, please rank (1 being your first choice, and 3 being your last) which program you would prefer to direct:**

Yale-in-Washington \_\_\_\_\_

Yale-in-New York \_\_\_\_\_

Yale-in San Francisco \_\_\_\_\_

**General Questions**

(please limit your responses to less than 300 words)

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1. What, if any, experience do you have planning events (social, extracurricular, conferences, speakers or otherwise)?

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2. [Please answer separately for each program to which you are applying.]

**Yale-in-Washington and Yale-in-New York applicants:**

Take a look at last year's events calendar (<http://www.yaleinwashington.com> or <http://www.yaleinnewyork.com>, scroll to June-August 2011.) Which three events would you consider the best examples of the Yale-in-Washington or Yale-in-New York program as a whole, and what do you feel was lacking from the program's list of events? How would you change the program as a whole next year?

**Yale-in-San Francisco applicants:**

Given that this is the inaugural year of Yale-in-San Francisco, the Director must be able to build a comprehensive program with little oversight. Please describe your applicable leadership experience, as well as any experience you have developing

and/or implementing a pilot program.

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3. [Please answer separately for each program to which you are applying.]

**Yale-in-Washington and Yale-in-New York applicants:**

**If you participated in one of last year's programs, what events did you attend?**

**Which was your favorite/least favorite and why, (if applicable)?**

**If you did not participate in one of last year's programs, please take a look at last year's events calendar (<http://www.yaleinwashington.com> or <http://www.yaleinnewyork.com>) and describe which two or three events you personally would most want to attend based on the calendar listing?**

**Yale-in-San Francisco applicants:**

**The core of the Yale-in-San Francisco program will be a series of approximately 20 events throughout the course of June and July. Please describe five events that you would organize if selected to direct the program, as well as any additional features you would pilot to improve the summers of Yalies interning in San Francisco.**

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4. **Since a large part of the YiW, YiNY, and YiSF programs is digital, how comfortable are you with technology, particularly web technology? Do you have any particular expertise that might be relevant, such as scripting experience or web design? This is by no means a prerequisite, but please describe your general level of expertise in a few sentences.**
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5. **The Director is responsible for managing a large discretionary budget. Please describe any budgeting experience you have. Again, this is not a prerequisite, but is helpful in giving the selection committee a full picture of your background.**

**Résumé/CV:**

**Please attach a current résumé or CV including your previous work experience particularly **summer jobs/internships**, extracurricular activities and leadership positions held. You need not compose a new résumé or CV for this application; one you would use to apply to a summer position is sufficient.**