

Position: Returning Residence Don

Department: UTM Student Housing & Residence Life

Reports to: Assistant Director, Residence Life and/or their designate(s)

Contract Period:

Fall Term: Commencing at the beginning of the Residence Student Staff Training Institute, August 2024 and concluding December 2024. **

Winter Term: Commencing at the opening of residences, January 2025, and concluding 72 hours after the last checkout in April 2025. **

***Exact dates dependent on the academic calendar, which will be set by the Office of the Registrar**

Nature & Scope:

The position of Returning Residence Don requires an individual who is self-motivated, capable of functioning independently or within a group, possesses strong leadership skills, and is willing to commit their efforts to the enhancement of the department of Student Housing & Residence Life.

Under the supervision of a Community Development Coordinator, the Returning Residence Don is expected to demonstrate a commitment to residence life by working to create a sense of community that contributes to individual growth, and supports intercultural inclusion.

Returning Residence Dons may be approached by students who have experienced challenges or are impacted by high-risk concerns such as thoughts of suicide, sexual assault, domestic violence, mental health concerns, and self-harm. Returning Residence Dons are responsible for providing support and connecting students to resources. They do not provide counselling.

Returning Residence Dons will be trained in these high-risk areas in order to provide an appropriate response and support to residence students. Returning Residence Dons will be trained and certified in safeTALK suicide awareness.

Duties:

Returning Residence Dons are expected to assume responsibility for their assigned area and the general undergraduate residence housing; to work toward the goal of developing community; and to promptly report and follow-up on all issues in their area. Returning Residence Dons are expected to develop quality working relationships with their colleagues and Student Housing & Residence Life (SHRL) staff.

The incumbent will be part of an on-duty schedule; will be responsible for supporting students and making themselves available when needed for advising or referrals; and will be required to enforce community standards by addressing unacceptable behavior and documenting and following up when needed. The Returning Residence Don will be required to fill duties as they are assigned.

All Residence Student Staff are required to attend the two-week Residence Student Staff Training Institute that occurs in the month of August. In addition, staff are required to attend all events and trainings that occur during the academic year. Details and dates will be given upon hiring.

Returning Residence Staff are also expected to promote responsible behaviour to new staff members by role-modelling at all times. The expectation of Returning Residence Staff is to act as a coach and mentor for all new staff and ensure they are the catalyst for team building and new staff learning and discovery.

Minimum Qualifications Required:

- Must be a full-time student and maintain a minimum Cumulative Grade Point Average (CGPA) of 2.0 while employed. Returning Residence Dons whose CGPA drops below 2.0 will be on probation for the duration of their contract, or until their CGPA meets this requirement. Returning Residence Dons below the CGPA requirement will also be required to participate in the Residence Student Staff Academic Support Initiative.
- Minimum 1 year of Residence Student Staff Experience.
- All staff must complete Standard First Aid & CPR Level C and a Vulnerable Sector Check through their local Police Department prior to the start of their contract.

Remuneration:

The hours expected of a Returning Residence Don vary according to challenges that may arise. However, in addition to on-duty and staff meetings, Returning Residence Dons are expected to be reasonably available to the students in their area. In return, Returning Residence Dons receive their residence room at no cost, and a \$600 stipend (\$300 at the end of each term – fall and winter).

Additional Notes:

- The incumbent **must** be available for the Residence Student Staff Training Institute and Residence Orientation (mid-August through mid-September)
- The incumbent will be required to live in an assigned residence unit for the duration of their contract period.

Vaccine Requirement:

As an employee of the University, you must adhere to the policies determined by the University as it relates to vaccine requirements. To read more about the University of Toronto vaccine policies and exemptions please visit [Guidelines on Vaccination](#).

Interested and qualified candidates will be able to submit applications between Monday December 4th, 2023, and Monday January 8th, 2024. Please visit the [Student Housing & Residence Life website](#) for more details!