



**Position:** Summer Residence Don

**Department:** UTM Student Housing & Residence Life

**Reports to:** Under the general supervision of the Assistant Director, Residence Life or their designate.

**Contract Period:**

Start Date: Thursday, April 25<sup>th</sup>, 2024

End Date: Wednesday, August, 28<sup>th</sup>, 2024

**Important Dates:**

- Undergraduate Check Out Period: April 25, 2024 – April 27, 2024
- Summer Transfer Period is May 3-8, 2024
- Summer Residence Orientation: Date To Be Determined (TBD)
- Residence Open House: May 12, 2024
- 1st Half Undergraduate Summer Checkouts & ACE/2nd Half Check In: June 24, 2024 – June 28, 2024
- ACE Move in & Orientation: Thursday June 27<sup>th</sup> – Sunday, July 7<sup>th</sup>, 2024
- Undergraduate Summer Checkouts: August 18, 2024

**Nature & Scope:**

**Operations:** The incumbent will be part of an overnight on-duty rotation. Summer Residence Dons will be responsible for supporting students through presence in the residence community, and to advise or refer students when needed. Dons will support the administration of Community standards by addressing unacceptable behaviour, through documentation and follow-up when required. While on duty, Dons will also be responsible to responding to calls for support from summer conference guests.

**Community Development:** Summer Residence Dons are expected to assume responsibility for their assigned area and the general summer residence housing to work toward the goal of developing community; and to promptly report and follow-up on all issues in their area. Dons are required to run one community meeting per summer term for their assigned area of residence and offer one on ones to students each term. Additionally, in pairs, Dons are required to take on one month and plan a program for the residence community. For the month of May, the Dons are required to attend any orientation/welcome events for support.

**ACE/Summer Program:** From late June to August, student Housing and Residence Life will be housing ACE students, who will need transitional, personal, life and English language skills support. The Summer Dons will each be responsible for a small community. This includes set up (door tags, room set up, welcome packages), orientation, programming (all bulletin boards in the halls, one active program per month), one room check (typically end of July), ongoing one on



ones (tracked), Community Gatherings (in pairs), trips (and/or the virtual equivalent), and additional measures to ensure the students are best supported. In the months of July and August, Summer Dons will be asked to move over to OPH to support the students in the evening. During July and August, all summer staff are encouraged to spend time in OPH to be visible for the ACE students.

**Minimum Qualifications Required:**

Understanding of the Student Housing & Residence Life operation. Experience as a Residence Student Staff, or experience in a student leadership role, is preferred.

**Compensation:**

The hours expected of a Summer Residence Don vary according to challenges that may arise. In addition to the on-duty rotation and weekly staff meetings, Summer Residence Dons are expected to be reasonably available to the students in their area. In return, Summer Residence Dons receive their residence room at as a taxable benefit, and a \$350 stipend at the end of the summer contingent upon the successful fulfillment of the Residence Student Staff Coaching Model.

**Additional Notes:**

- The incumbent will be required to live in an assigned residence unit for the duration of their contract period. This includes room reassignments during the contract period to support the operation of the ACE & Summer Program

**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 January 29, 2024 and February 12, 2024. Please visit the [Student Housing & Residence Life website](#) for more details!**

**Deadline for all Summer Staff applications is Monday, February 12, 2024 at 11:59 PM.**

**In your cover letter, please include the answer to the following question:**

The role of a Summer Don is to support students over the summer semester, who choose to stay on residence. Please outline how you plan to provide support to students and what strategies you believe will benefit the summer stay experience.