



Position: Residence Don

Department: UTM Student Housing & Residence Life

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

Nature and Scope

The position of Residence Don requires an individual who is self-motivated, capable of functioning independently and 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 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.

Duties and Responsibilities

Residence Dons are expected to assume responsibility for their assigned student community and the general undergraduate residence community; to work toward the goal of developing a community of peers supportive of one another; and to promptly report and follow-up on all issues in their area. Residence Dons are expected to live in the unit assigned to them and be reasonably accessible to their student community. Residence Dons will work to develop personal relationships with residents to ensure good communication, to prevent isolation, and to foster a cohesive, inclusive community. Residence Dons will act as positive role models for students and develop quality working relationships with their colleagues and Student Housing & Residence Life (SHRL) staff.

Residence Dons are 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. Residence Dons will be required to complete 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.

Minimum Qualifications Required

Applicants must be a full-time student and maintain a minimum CGPA of 2.0 while employed with SHRL. Dons whose CGPA drops below 2.0 will be on probation for the duration of their contract, or until their CGPA meets this requirement. Residence Student Staff below the CGPA requirement will also be required to participate in the Residence Student Staff Academic Support Initiative.

Understanding of the Student Housing & Residence Life operation and familiarity with campus resources and services is an asset.

All staff must complete a Vulnerable Sector Screening through their local Police Department prior to the start of their contract.



**The incumbent must be available for the Residence Life Training Institute and Residence Orientation
(mid-August through mid-September)**

Contract Period

Fall Term:

Commencing at the beginning of the Residence Student Staff Training Institute, August 23, 2021 and concluding December 2021.

Spring Term:

Commencing at the opening of residences, January 2022, and concluding 72 hours after the last checkout in April 2022.

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

Hours & Remuneration

The hours expected of Residence Dons vary according to challenges that may arise. In addition to being on-duty, one-on-ones with students, regular residence programming, co-curricular events and staff meetings, Dons are expected to be reasonably available to their community. In return, Residence Dons receive their residence room as a taxable benefit, and a \$600 stipend contingent upon the successful fulfillment of the Student Staff Performance Standards.

Please visit the [Student Housing & Residence Life website](#) for more details!