



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 or within a group, possesses strong leadership skills, and is willing to commit his/her 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 diversification.

Duties and Responsibilities

Staff members 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. 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.

Minimum Qualifications Required

Must be a full-time student and maintain a minimum CGPA of 2.0 while employed with SHRL. 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 Life Training Institute, August 17, 2018 and concluding December 2018.

Spring Term:

Commencing at the opening of residences, January 2018, and concluding 72 hours after the last checkout in April 2018.

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

Remuneration

The hours expected of a Residence Don vary according to challenges that may arise. However, in addition to on-duty and staff meetings, Residence Dons are expected to be reasonably available to the students in their area. In return, Residence Dons receive their residence room at no cost, and a \$500 stipend at the end of the year contingent upon the successful fulfillment of the Student Staff Performance Standards.

Interested and qualified candidates will be able to submit applications between November 24, 2017 and January 12, 2018. Please watch the Student Housing & Residence Life website for more details!

<http://www.utm.utoronto.ca/housing/welcome-student-housing-residence-life>