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 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 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. The 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.

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 23, 2020 and concluding December 2020.

Spring Term:
Commencing at the opening of residences, January 2021, and concluding 72 hours after the last checkout in April 2021.

**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 $600 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 21, 2019 and January 10, 2020. Please watch the Student Housing & Residence Life website for more details!