Summer Residence Don (10 positions available)

Department: UTM, Student Housing & Residence Life
Description: Casual Position – Summer Employment
Reports to: Under the general supervision of the Assistant Director, Residence Life or their designate.

Important Dates:
- Start Date: April 25, 2018
- Summer Orientation: Date TBA
- 1st Half Undergraduate Summer Checkouts: June 23, 2018
- ACE Move-in & Orientation: June 30-July 2, 2018
- Undergraduate, Family & Graduate Summer Checkouts: August 19, 2018
- ACE Move Out: August 26, 2018
- End Date: August 31, 2018 @9:00 a.m.

On Duty: The incumbent will be part of an on-duty schedule (appx 4 weeks out of the summer). This position will be responsible for supporting students and making themselves available when needed, to either advise or refer students when needed. There may also be the need to enforce community standards by addressing unacceptable behaviour, documenting it and following up when required. They will be on call with another don, and at the end of the week together they will perform rounds of residence before they pass off to the next dons on duty.

Community Development: Staff members are expected to assume responsibility for their assigned area and the general summer residence housing, which includes family/graduate 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 month for their assigned area of residence. 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 Community Assistants will plan the Summer Kick-Off BBQ and Dons are required to come and support the evening of the event.

ACE Program: During the months of July-August we will be housing the ACE students who will need transitional, personal, life and English language skills support. The Summer will each be responsible for a small community. This includes set up (door tags, room set up, welcome packages), programming (all bulletin boards in the halls, one active program per month), one room check (typically end of July), on going one on ones (tracked), weekly Community Gatherings (in pairs), Talking Thursdays (shared responsibility), trips (attend at least one trip-paid for) and additional measures to ensure the students are best supported. In the months of July & August, Summer Dons will be asked to move over to OPH to support the students in the evening. During July & August all summer staff are encouraged to spend time in OPH to be visible for the OPH students.

Minimum Qualifications Required: Understanding of the Student Housing & Residence Life operation. Experience as a Residence Life Staff is preferred.

**Please note those who are not returning to the RSS team for the 2018-2019 academic year will be given first priority as the summer operation conflicts with the Residence Student Staff Training Institute. We still encourage all interested parties to apply, especially if you are unsure if you have been/will be returning.**

Remuneration: The hours expected of a Summer Residence Don vary according to challenges that may arise. However, in addition to on-duty 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 no cost, and a $250 stipend at the end of the summer contingent upon the successful fulfillment of the Student Staff Performance Standards.

Please apply no later than: March 16th, 2018 at 12:00PM. To apply submit your Cover letter & Resume to the CLN as a PDF file. Also include the answers to the following questions:
1. What specific skills do you feel you have that will help us this summer? **500 words maximum**
2. What other summer commitments do you have planned (summer courses, part-time job, vacation, etc).