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 23, 2020
- Summer Transfer Check-outs: May 3, 2020 (Tentative)
- Summer Orientation: Date TBA
- Residence Open House: May 23, 2020
- May/June Undergraduate Summer Check-outs: June 23, 2020
- ACE Move-in & Orientation: July 1st, 2020
- Undergraduate, ACE, and Family & Graduate Summer Check-outs: August 22 – August 26, 2020
- End Date: August 30th, 2020 (Tentative)

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 enforcement community standards by addressing unacceptable behaviour, through documentation and follow-up when required. While on duty, Dons will also be responsible to responding to minor 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, 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 summer term 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 attend the event for support.

ACE Program: During the months of July to August, Student Housing and Residence Life will be housing the 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), programming (all bulletin boards in the halls, one active program per month), one room check (typically end of July), ongoing one on ones (tracked), weekly Community Gatherings (in pairs), trips (attend at least one trip), 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.

Remuneration: 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 $250 stipend at the end of the summer contingent upon the successful fulfillment of the Student Staff Performance Standards.
Please apply no later than: February 28, 2020 at 12:00PM. To apply, submit your Cover letter & Resume to the CLN as a PDF file. In your cover letter, please include the answers to the following questions:

1. This position works in a team to support many operational deadlines throughout the summer. How do your skills support the Summer Don Team in achieving this goal?
2. Provide an idea for a summer program for ACE students who will be in residence over the summer. How will your program contribute to and support the experience of international students, who may be in Canada for the first time?