2022 – 2023 Residence Don Job Description

Nature and Scope
St. Jerome’s University provides a culture and environment for employees that endeavor to promote the mission and vision of the university. Employees are expected to contribute to the larger institutional goals and conduct themselves in a manner that fosters the prevailing sense of collegiality among faculty, staff and students.

A Don is a student who, because of maturity, integrity, academic success and interest in others, has been selected to support the Residence Community Advisors and the Residence Office with various aspects of the residence life program and residence administration. The Don shall promote, by personal example and guidance, a mature and conscientious attitude toward scholarship, the philosophy of the residence at St. Jerome’s University, and the goals of the Student Affairs department.

As the COVID-19 pandemic evolves, it is difficult to predict exactly what certain pieces of the Don will look like. As such, please note the potential COVID-19 measures in some of the following sections.

Contract Period
The official date of employment commences at August Training where you will be provided your contract and additional hiring documentation. You will also be periodically communicated throughout the summer months prior to August training with some administrative tasks. The position concludes after the University examination period in April 2023. Following offers of employment, any behaviour that is contrary to the expected conduct of any residence life staff members will result in an immediate review of your employment offer.

Roles and Responsibilities:

1. General Responsibilities
   - Reside in an assigned residence unit beginning at August Training to serve as the primary resource to students within that assigned community, as well as to the students in the building
   - The commitment to the position of Residence Don begins with August Training and concludes in April after the University examination period

2. Community Development and Student Support
   - Promote the "spirit" of the residence and St. Jerome’s University by creating a home-like atmosphere, a place of holistic personal growth, a study environment, and a caring, supportive presence
   - Establish and maintain an atmosphere conducive to studies and community living, and to promote the residence as an integral part of the educational environment
   - Maintain an active presence within the residence community
   - Cultivate an inclusive community for all residents
• Host monthly floor meetings
• Implement the first year experience plan
• Plan and promote residence programs reflecting both community and student needs
• Demonstrate care and concern for the well-being of students
• Build relationships with students throughout the residence community
• Refer students to campus supports and resources when appropriate

**Potential COVID-19 measures:**
  a. Get creative with programming to ensure that it meets provincial COVID guidelines (this might include having students attend programs in waves to meet gathering limits, or moving some programs to a virtual format)
  b. Ensure important COVID control measures are followed including mask wearing, physical distancing, and space capacities
  c. Check in with residence staff to ensure that community building efforts and student support are within our COVID guidelines when unsure

3. **Professional Responsibilities**

• Respond to email, phone and voicemail requests from professional staff in an appropriate time frame using designated platforms
• Manage schedule to ensure academic and personal needs are balanced with the Don role
• Maintain confidentiality of sensitive information disclosed by students and staff
• Know and observe the standards, rules and regulations of St. Jerome's University and the residences and effectively communicate them to other residents.
• Collaborate with other student leaders, Community Advisors, and Residence Staff to support engagement efforts both on campus and in residence
• File all reports including incident reports, repair reports, etc., within 24 hours
• Support safety and security efforts of the residence and the University
• Uphold residence and university policies in addition to governing laws of the land

**Potential COVID-19 measures:**
  a. Ensure students are adhering to COVID guidelines (for example: mask wearing or large gatherings). If dons notice ongoing trends with individual students or the student body as a whole, they are expected to report that to the residence staff.
  b. Adapt to move with the ebbs and flows of the pandemic often at short notice as provincial guidelines change
  c. Role model appropriate pandemic behaviour including but not limited to mask wearing and physical distancing

**Working Conditions**

• This is a live-in, part-time position and the hours are expected to be flexible and correspond with the happenings of residence life and the St. Jerome's community

**Compensation**

• Residence room and board valued at 2 academic terms

**Important Dates**

August Training  
August 21 – September 4, 2022
Fall Move-in  September 2022
Orientation Week  September 2022
Fall Open House  TBD
March Open House  TBD

Please note these dates are subject to change. If changes are required you will be notified in a timely manner.

Co-op/Field Placement Information

Should you be enrolled in the co-operative education program or in a course requiring a field placement that will take place during your employment with the Residence Office, you must make that apparent to the department. There are additional requirements that co-op students must follow should they hold a position with the Residence Office which can be provided upon successful hiring.

QUALIFICATIONS AND CONDITIONS OF EMPLOYMENT

- Must be enrolled as a full-time student for the contract term
- Remain in good academic standing prior to and during contract term
- A passion for leadership; Excellent communication skills; Positive attitude; Team player
- Demonstrated positive contribution to the residence community (and a clean student conduct record)
- Prior to the commencement of the term of the contract, each Don candidate must complete the following:
  - Pre-service orientation and information sessions (1-2 days in April);
  - Pre-service summer online learning modules (1-3 hours of reading and correspondence);
  - Residence Life August Training Program (2 weeks in August);
  - Any other Institutional requirements deemed necessary.

Please visit https://www.sju.ca/student-leadership-0 to apply. Applications due January 31st, 2022.