2023 Residence Life Don Job Description
(2 positions available)

Position Title: Residence Life Don
Department: Student Affairs – Residence and Community Life Office
Reports To: Residence and Community Life Coordinator
Contract Period: April 2023 – August 2023

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 Residence Life Don is a student-staff role designed to assist the Residence and Community Life Office and the Residence Community Advisors (RCAs) with various aspects of the residence life program and residence administration. The Don is mature; upholds the integrity and the values of the University, themselves, and of others; is academically equipped; and has a genuine interest in supporting others. 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.

Since the Don is an integral part of residence life, the role is to be considered the primary responsibility outside of academics at the University. Outside commitments (off or on-campus) must not interfere with the Don responsibilities.

Contract Period

The official date of employment commences in April 2023 and will conclude after the University examination period in August 2023. Within this time, the Don will be expected to reside in their assigned residence room. The Don will be periodically communicated to throughout the Winter 2023 academic term prior to April with some administrative tasks.

Roles and Responsibilities

1. Administrative & Professional
   - Serve as a liaison between the resident community and the Residence and Community Life Office.
   - Respond to email, phone, and voicemail requests from professional staff in an appropriate time frame using designated platforms.
   - Complete various reports, including incident reports, repair requests, and resident room check-in/out forms within 24 hours.
   - Uphold Residence and University policies in addition to governing laws of the land.
   - Maintain confidentiality of sensitive information disclosed by students and staff.
   - Support safety and security efforts of the Residence and the University.
   - Create and maintain personal boundaries with residents.
   - Commitment to professional development, including being trained in safeTALK, First-Aid, and other trainings determined by the Residence and Community Life Office.
   - Complete other administrative duties throughout the academic term, assigned by the Residence and Community Life Coordinator.
2. **Community Development & Programming**
   - Promote the "spirit" of the residence and the University by creating a home-like atmosphere, a place of holistic personal growth, a study environment, and a caring, supportive presence.
   - Maintain an active presence within the resident community.
   - Host monthly floor meetings.
   - Plan, collaborate, and host programming specifically tailored to fit the needs and/or interests of the resident community.
   - Collaborate with other student leaders and Residence and Community Life staff to support engagement efforts.

3. **Mentorship**
   - Role model appropriate personal behaviour and academic success.
   - Integrate residents into academic and residence life.
   - Have low level conduct conversations to establish and maintain an atmosphere conducive to studies and community living, and to promote the Residence as an integral part of the educational environment. This may include roommate conflicts or behavioural incidents.
   - Implement a restorative justice approach when addressing resident conduct.
   - Understand and promote the values and goals of the University and Residence. This denotes that the Don must role model by following policies and be able to disseminate, explain, and uphold such policies.
   - Build relationships with students throughout the residence community, in groups and one-on-one.
   - Demonstrate care and concern for the well-being of residents.
   - Refer residents to appropriate St. Jerome's and UWaterloo campus supports and resources.
   - Encourage independent living among students by assisting them in the development of life skills and personal accountability. This may involve everything from laundry skills to referring them to resources on resume writing.

4. **On-Duty Rotation**
   - Share on-duty responsibilities with the rest of the Don team, including on-call rotation.
   - On-duty shift is 24 hours. During that time, the Don is expected to be within 5 minutes of residence and have the on-call phone on them. Exception to this is for scheduled classes.
   - Utilize the appropriate individuals when on-duty, including Residence and Community Life staff on-call and other campus resources.
   - Respond to incidents in the resident community and utilize training to manage the situation. This will include mental health crises, physical injuries, and policy violations.
   - Maintain a solid understanding of the Residence Policies Handbook and emergency procedures.

**Qualifications**

- Must be enrolled as a full-time student for the contract term.
- Remain in good academic standing prior to and during the contract term.
- Has and maintains a clean student record.
- A passion for leadership, excellent communication skills, positive attitude, and a team player.
- Proven leadership skills, often obtained through other student leadership positions.
- Demonstrated positive contribution to the residence community.
- Prior to commencement of the term of the contract, each Don must complete the following:
• Pre-service orientation and information sessions (1-2 days in March/April, 2023),
• Pre-service online learning modules (1-5 hours of reading and correspondence),
• Residence and Community Life Training Program (2-5 days in April/May, 2023),
• Ongoing professional development sessions throughout the Spring academic term,
• Emergency First-Aid certification and CPR Level A or C, and
• Any other Institutional requirements deemed necessary by the Residence and Community Life Office to fulfill the Don role.

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 and Community Life 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 and Community Life Office which can be provided upon successful hiring.

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 residence community.

Compensation

Residence room and board valued at 1 academic term: Spring 2023

Important Dates That Require Don Participation

- Pre-service orientation and information sessions: 1-2 days in March/April, 2023
- Residence & Community Life Training Program: 2-5 days in April/May, 2023
- Spring Move-in: May, 2023
- May Open House: May, 2023

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

The University respects, appreciates, and encourages diversity. Applications from all qualified individuals are encouraged.