

## 2024-2025 Residence Life Don Application Package

This application package consists of the following material:

- Application Checklist
- Residence Life Don Job Description

Instructions to successfully complete and submit an application is detailed in this package.

St. Jerome's University is committed to accessibility for persons with disabilities. If you have any application accommodation requests or any general questions, please contact Zeke Schneider, Residence and Community Life Coordinator, at [zekehunter.schneider@uwaterloo.ca](mailto:zekehunter.schneider@uwaterloo.ca).

*We respect, appreciate, and encourage diversity. Applications from all qualified individuals are encouraged.*

## Application Checklist

- 1. Review the 2024-2025 Residence Life Don Job Description** to determine if the position is of interest to you, you feel qualified for the position, you are able to fulfill the expectations of the position, and you are available for all the important dates listed. The job description is attached below.
- 2. Review the [mission, vision, and history](#) of St. Jerome's University and our [Residence](#).** Is SJU the right fit for you?
- 3. Attend one of the SJU Don Information Sessions** to learn more about the role, ask questions, and receive tips on how to submit a successful Don application package.
  - a. In-person session:      Friday, January 12<sup>th</sup>, 2024 at 6:00pm (EST)  
   Location: SJ2 Academic Centre, room 1004
  - b. Virtual session:         Sunday, January 14<sup>th</sup>, 2024 at 1:00pm (EST)  
   Meeting link: [https://teams.microsoft.com/l/meetup-join/19%3ameeting\\_MjU1OGY3MWEtYTQzZi00OWFhLTgyMzQtY2I2Y2Q5M2ZjOTkx%40thread.v2/0?context=%7b%22Tid%22%3a%22723a5a87-f39a-4a22-9247-3fc240c01396%22%2c%22Oid%22%3a%22a7a8a296-3f16-421b-9718-7d823ef90a26%22%7d](https://teams.microsoft.com/l/meetup-join/19%3ameeting_MjU1OGY3MWEtYTQzZi00OWFhLTgyMzQtY2I2Y2Q5M2ZjOTkx%40thread.v2/0?context=%7b%22Tid%22%3a%22723a5a87-f39a-4a22-9247-3fc240c01396%22%2c%22Oid%22%3a%22a7a8a296-3f16-421b-9718-7d823ef90a26%22%7d)
- Please note that it is highly encouraged to attend one of the information sessions. If you are unable to attend due to extenuating circumstances, please contact Zeke Schneider at [zekehunter.schneider@uwaterloo.ca](mailto:zekehunter.schneider@uwaterloo.ca) to receive an informational package.*
- 4. Create a resume.** For information on how to write a resume, see the [Resume Checklist](#) from the UW Writing and Communication Centre. You will be required to upload your resume in Word or PDF format in the online application form.

- 5. In 300-500 words, complete a Statement of Interest answering the question in the box below.** You will be required to copy-and-paste your Statement of Interest in the online application form.

SJU Residence is comprised of students from all four faculties, but we hear from students that they feel like this is an Arts residence and that they may not belong as much as an arts student.

SJU is a residence where students from a variety of faith and non-faith backgrounds live, and some students feel as though their faith is not represented here or that they need to have a faith/ should be Catholic to live here.

SJU is a place where there are MANY first years, but over 80 of our students are upper years. Upper years are susceptible to feeling like they do not belong in residence as much as first years.

SJU has a large off-campus cohort who desire to make connections here but can feel out of place at residence events.

**Given these challenges we face, how would you acknowledge and contribute to building a community that recognizes and celebrates the diversity of our residence and seeks to create a space where all feel welcome and seen?**

- 6. Find two (2) references** to evaluate your ability to meet the responsibilities of the position. It is your responsibility to follow up with those individuals to inform them that someone may contact them upon a successful interview. Make sure that your references know you on a professional level where they can honestly evaluate you.

You will be required to include the following information about each reference in the online application form: (1) Name (2) Company name, job title, and/or relationship, and (3) Phone number and email address.

- 7. Fill out the online Residence Life Don Application Form by clicking [here](#).** You will be required to sign-in with your UW credentials. It will take approximately 15-20 minutes to complete.

**Applications are due by 6:00am (EST) on Thursday, January 25<sup>th</sup>, 2024.**

## Residence Life Don Job Description

<b>Position Title:</b>	Residence Life Don
<b>Department:</b>	Student Affairs
<b>Reports To:</b>	Residence and Community Life Coordinator (RCLC)
<b>Contract Period Options:</b>	Fall 2024, Winter 2025, Spring 2025
<b>Compensation:</b>	Residence room and meal plan valued at \$7,350 per term

### 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 Student Affairs 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 Residence, and the goals of the Student Affairs department, in alignment with the Residence Contract and Handbook.

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 and must be made aware of to Residence and Community Life Coordinator (RCLC).

### Contract Period Options

Don contracts can be offered for one or more of the following academic terms:

1. Fall 2024
2. Winter 2025
3. Spring 2025

**Regardless of the contract period, all Dons must complete the online and in-person portions of Student Affairs leadership training (known as August Training):**

- Online training: asynchronously throughout summer 2024.
- In-person training: August 16, 2024 – August 30, 2024 (subject to change).

During the in-person training, Dons are expected to live at St. Jerome's University with accommodations and meals covered by Student Affairs.

### Roles and Responsibilities

#### 1. Administrative & Professional

- Respond to email, phone, and voicemail requests from professional staff using designated platforms daily.
- Maintain a floor social media account and respond to requests from students daily.
- Maintain a floor bulletin board to liaison important residence information.

- Complete various reports, including incident reports, repair requests, and resident room check-in/out forms within 24 hours.
- Maintain confidentiality of sensitive information disclosed by students and staff.
- Create and maintain personal boundaries with residents.
- Serve as a liaison between the residence community and Student Affairs.
- Commitment to professional development, including being trained in safeTALK, First-Aid, mental health training, and other trainings determined by Student Affairs.
- Attend team meetings weekly and one-on-one check-ins with the RCLC periodically.
- Complete other administrative duties throughout the contract term, assigned by the RCLC or Student Affairs.

## **2. Community Development**

- Maintain an active presence within the residence community, even when not scheduled as Duty Don.
  - Eat in the Community Centre dining hall regularly throughout the term.
  - Remain visible and present within residence common areas.
- Promote and collaborate on campus programming events and workshops. Dons are expected to attend and bring students to a minimum of 4 events or workshops per term.
- Promote and attend all monthly SJU Community Dinners.
- Prepare and facilitate monthly floor meetings to approximately 30 residents.
- Facilitate one-on-one check-in meetings with approximately 30 students twice per term.
- Hold weekly office hours (3 hours minimum). Dons are expected to be present on their floor during this time facilitating programming, drop-ins, floor meetings, or one-on-one student check-ins.
- Work closely with assigned Floor Representative to provide residence programming.
- Collaborate with Peer Academic Leaders, Student Activities, Campus Ministry, Students' Union, Residence Council, and other student leaders to support engagement efforts.
- promote the "spirit" of the Residence and the University by creating a place of holistic personal growth, a study environment, and a caring, supportive presence.
- Support safety and security efforts of the Residence and the University.
- Uphold Residence and University policies in addition to governing legislation.
- Facilitate 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 student 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.

## **3. Mentorship**

- Role model appropriate personal behaviour and academic success.
- Integrate students into academic and residence life.
- Build relationships with students throughout the residence community, in groups, and one-on-one.
- Demonstrate care and concern for the well-being of students.
- Refer students 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. Duty Don Rotation**

- Share Duty Don responsibilities with the rest of the team, including on-call rotation.
  - Duty shifts are 4:30pm-8:30am Monday to Friday, and 24 hours on weekends and holidays. During that time, Duty Dons are expected to be within 5 minutes response time and have the on-call phone on them.
  - Complete two Duty Rounds per night when on duty. The first Duty Round is to be completed at 8:00pm and the second at 11:00pm.
  - Maintain an active presence in residence common areas when on duty.
- Adhere to the on-duty schedule established by the RCLC.
- Be available for statutory holidays, exam periods, Reading Weeks, Homecoming, Halloween, and St. Patrick's Day.
- Utilize the appropriate individuals when on-duty, including Student Affairs staff on-call, Special Constables, emergency services, and other campus resources.
- Respond to incidents in the residence community and utilize training to manage the situation. This may include mental health crises, physical injuries, or policy violations.
- Maintain a solid understanding of the Residence Policies Handbook and standard operating procedures to achieve a high level of service and consistency among the team.

See Appendix A for sample weekly Don schedule.

## 5. Spring Term Only

Don responsibilities shift to 50% Residence and 50% Conference Services due to a significant reduction of residence students. In addition to the responsibilities above, spring term Dons are to:

- Coordinate bi-weekly activities for students to participate and engage in.
- Provide Conference Services support:
  - Provide on-call support for conference guests during evenings and weekends.
  - Provide basic customer service and hospitality requirements, including responding to room concerns and general questions.
  - Report issues or concerns to Conference Services staff and the appropriate department.
  - Support conference guest registration and check-in periods after hours and, on occasion, during the workday.
  - Share information with residence students regarding the conference schedule and shared amenities.

## Supplementary Don Portfolios

In addition to the responsibilities listed above, for the Fall and Winter academic terms, Dons may be assigned additional responsibilities known as *portfolios*:

### Residence Council Portfolio (2 Dons)

- Co-chair Residence Council which is made up of 14 Floor Representatives who work closely with the entire resident student population, listening to student feedback and advocating for an improved student experience in residence.
- Approximately 2 hours of time commitment per week.
- Additional stipend provided.

### Intramural Coordinator Portfolio (2 Dons)

- Coordinate weekly intramural and drop-in games for students to participate in.
- Approximately 2 hours of time commitment per week.
- Additional stipend provided.

## Qualifications and Conditions of Employment

- Must be enrolled as a full-time undergraduate student for the contract term.
- Must demonstrate commitment and engagement in their academics while successfully progressing towards completing degree requirements.
- 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, volunteer, or employment.
- Demonstrated positive contribution to community at St. Jerome's University, UWaterloo, Conrad Grebel University College, Renison University College, or United College.
- Have or willing to obtain Emergency First-Aid certification and CPR Level A or C (at no cost to you).
- Have or willing to obtain SafeTALK Suicide Alertness certification (at no cost to you; sessions will be made available in the Winter and Spring 2024 terms).
- Provide a Vulnerable Sector Check (at no cost to you).
- Complete the following Student Affairs leadership training:
  - Online asynchronous training modules (summer 2024).
  - In-person Student Affairs leadership training (August 16, 2024 – August 30, 2024).
- Any other Institutional requirements deemed necessary by Student Affairs 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 Student Affairs, you must make that apparent to the RCLC. There are additional requirements that co-op students must follow should they hold a position within Student Affairs 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.

## Important Dates

### All Dons:

- |   |  |
|---|--|
| • <u>Pre-service orientation and information session:</u>                       | <u>April 2024</u>                        |
| • <u>Online training modules:</u>   | <u>Summer 2024</u>                       |
| • <u>Student Affairs Leadership Training Program:</u>                           | <u>August 16, 2024 – August 30, 2024</u> |
| <u>(Required to live in residence for the entirety of the training program)</u> |  |

### Fall 2024 Dons:

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|---|--------------------------------------|
| • <u>Fall Move-in:</u>                              | <u>August 31 – September 1, 2024</u> |
| • <u>Orientation Week:</u>                          | <u>September 1 – 7, 2024</u>         |
| • <u>Fall Reading Week:</u>                         | <u>October 12 – 20, 2024</u>         |
| • <u>Halloween:</u>                                 | <u>October 30 – November 3, 2024</u> |
| • <u>Fall Open House:</u>                           | <u>November 2024</u>                 |
| • <u>Ongoing professional development sessions:</u> | <u>Once per month</u>                |

**Winter 2025 Dons:**

- Don training sessions & Winter Move-in: January 2025  
(Training and move-in will take place for three days prior to classes commencing)
- Frost Week: January 2025 (first week of classes)
- Winter Reading Week: February 15 – February 23, 2025
- St. Patrick's Day: March 13 – March 18, 2025
- March Open House: March 2025
- Ongoing professional development sessions: Once per month

**Spring 2025 Dons:**

- Don training sessions: May 2025 (week prior to classes commencing)
- Spring Move-in: May 2025 (first week of classes)
- You@UWaterloo Day: May 2025
- Ongoing professional development sessions: Once per month

*Please note that these dates are subject to change and do not capture the entirety of the role. If changes are required, Dons will be notified in a timely manner.*

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



### Appendix A: Sample Weekly Don Schedule

On average, the Don role will take 20-25 hours per week, varying depending on student concerns and residence priorities. The bulk of responsibilities can be completed when on-duty or during Office Hours (e.g. 1:1 check-ins with residents, completing administrative tasks, monthly floor meetings, etc.). Below is a sample schedule of what can be expected by a Don:

WEEK A							
	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Morning				1:1 check-in with RCLC: 11am-11:30am			
Afternoon							Community event: 2pm- 4pm
Evening		On-Duty: 4:30pm- 8:30am  Team meeting: 9pm-10pm				Office Hours: 8pm-11pm (facilitate monthly floor meeting 8pm- 9pm, drop-in 9pm-11pm)	

WEEK B							
	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Morning	On-Duty: 24 hours						
Afternoon							
Evening		Team meeting: 9pm-10pm		Monthly Community Dinner: 5:30pm- 6:30pm		Office Hours: 8pm-11pm (drop-in 8pm- 9pm, facilitate 1:1 resident check-ins 9pm-11pm)	

WEEK C							
	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Morning				1:1 check-in with RCLC: 11am-11:30am			
Afternoon							
Evening		Team meeting: 9pm-10pm	Community event: 7pm- 8pm	On-Duty: 4:30pm-8:30am		Office Hours: 8pm-11pm (facilitate 1:1 resident check-ins 8pm-10pm; drop-in 10pm- 11pm)	