Lead Residence Don Posting

The role of a Residence Don at Innis College is diverse and comprehensive. Residence Dons are expected to support the academic achievement and personal development of residents by fostering a vibrant living-learning community that is safe, inclusive, and cooperative. Working collaboratively with students, staff, and faculty, Residence Dons contribute immensely to the student experience in residence.

Residence Dons are broadly responsible for community building, student support, maintaining community standards, fostering personal development, and implementing educational and social activities and events for students.

The Lead Residence Don performs all duties of a Residence Don but assumes additional team development, community development, and administrative responsibilities.

Conditions of Employment

To be considered for this opportunity, applicants must:

- be registered, full-time students at U of T throughout the 2023-24 academic year,
- be willing to live primarily at the Innis Residence throughout the duration of employment,
- have an ongoing in-person presence and in-person interaction with students in residence,
- be able to attend all components of the mandatory pre-service training program (dates TBC),
- be in good academic standing as most recently assessed by the University of Toronto, and
- meet eligibility criteria to live at the Innis Residence as outlined in the Occupancy Agreement.

Qualifications

Applicants must demonstrate that they meet the following qualifications:

- Minimum one-year prior work experience as a Residence Don at U of T.
- Hold a Standard First Aid and CPR C certification valid until May 1, 2024, prior to the beginning of employment.
- Demonstrated experience planning and executing events and programs for students.
- Excellent listening and helping skills, particularly as it relates to supporting those in difficulty.
- Experience working within and across diverse communities, cultures, and contexts.
- Demonstrated experience leading and collaborating well with other students and staff.
- Demonstrated ability to work independently, take initiative, and achieve established goals.
- Demonstrated ability to organize work, establish priorities, and meet deadlines while negotiating unpredictable emergent needs. A high degree of flexibility and adaptability is required.
- Demonstrated ability to exercise good judgment, critical thinking, and problem-solving skills.
- Excellent interpersonal skills, initiative, and time management.
- Good understanding of campus resources and supports for students.
- Familiarity with Innis College and the Innis Residence.
Availability to work during part or all of the December winter break (asset).

Overview of Responsibilities

1. Resident Transition – Residence Dons are responsible for supporting new students as they transition to residence and university life. Encouraging students’ social and academic integration is a key goal of the residence program. This requires regular, meaningful, and authentic interactions with residents and involves sharing information, providing guidance, and referring to appropriate university supports as needed.

2. Community Building – Residence Dons are responsible for cultivating a vibrant community in which students feel they belong. In collaboration with other student leaders, Residence Dons develop and support activities and events that allow community building amongst residents. Dons also play an important role in helping students learn to resolve conflict and communicate across difference productively.

3. On-Call Support – Residence Dons participate in a rotating on-call schedule that involves responding to a variety of after-hours needs. This may include responding to first aid or mental health concerns, behavioural concerns, facilities issues, building evacuations, and other timely matters.

4. Programming – Residence Dons are responsible for developing, facilitating, and/or implementing various events, programs, and workshops on topics such as health and wellbeing, diversity and inclusion, and academic success, among others.

5. Administrative – These responsibilities include attending training and regular meetings, documenting incidents and concerns, disseminating information, performing suite inspections, and so on.

Additional Responsibilities for Lead Don

1. Team Development – The Lead Don supports all Residence Dons and assists the ADRL in cultivating a strong team. This may include planning formal and informal Don social activities, guiding debriefs after training sessions, sharing insights and advice on how to navigate aspects of the role, etc.

2. Community Development – The Lead Don assists the ADRL in overseeing various aspects of the residence’s community development model. This may include tracking programming and other basic associated tasks.

Commitments and Considerations

Residence Dons are welcome to accept other employment within or outside of the University, so long as it does not conflict or interfere with the fulfillment of their employment obligations in residence.

Many duties and responsibilities of a Residence Don are responsive to circumstances affecting the residence and its residents and are therefore ad hoc and incapable of being scheduled. Residence Dons are expected to promptly and appropriately address any and all such circumstances.

Residence Dons are required to remain on campus until at least the day after the last day of undergraduate Arts & Science exams in both December and April and should be prepared to spend part of reading weeks and long weekends on campus.
**Compensation**

The Lead Residence Don role at Innis College is a unionized position that is represented by the USW Local 1998 – College Residence Dons bargaining unit. Wages, benefits, and deductions for this position are outlined in Article 18 of the collective agreement.

Term of Employment: August 2023 – April 2024

Date of Posting: December 1, 2022, at 12:00pm

Posting Closes: January 15, 2023, at 11:59pm