

Lead Residence Don

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Closing Date: January 13, 2025, at 12:00 PM ET

Term of Employment: August 6, 2025 – May 1, 2026 (tentative; subject to change)

About Us

Innis College serves as both an academic and social community for undergraduate students within the Faculty of Arts & Science at the University of Toronto. We provide an intimate setting and informal home for about 2,200 undergraduate students. We value student involvement and leadership and are proud to be the only college at U of T to ensure parity-governance between students and staff/faculty. We seek to cultivate a strong sense of shared purpose and community, while fostering the development of the whole student.

The Office of Student Life contributes to the student experience at Innis College, connecting resident and commuter students to leadership opportunities, co-curricular programming, mentorship, and support. The Office of Student Life oversees the operation of Innis Residence, providing a welcoming, engaged, and inclusive living-learning community for over three-hundred first and upper-year students.

For more information on Innis College and the Office of Student Life, please visit: innis.utoronto.ca.

Your Opportunity

Under the general direction of the Assistant Dean, Residence Life (ADRL), the Lead Residence Don is a para-professional staff member who works collaboratively with residents, student leaders, professional staff, and campus partners to create a welcoming and inclusive living-learning community at Innis College. The Lead Residence Don is assigned to a “house” community of approximately 30-50 students, where they play a vital role in fostering a supportive environment.

In this capacity, Residence Dons are tasked with a variety of responsibilities that contribute to the overall success of the residence community. These include:

1. **Resident Transition** – support new students as they adjust to residence and university life. Encourage the social and academic integration of residents through regular and meaningful interactions, offering guidance, sharing relevant information, and making referrals to appropriate university resources.
2. **Community Building** – foster a vibrant atmosphere where students feel a sense of belonging. Collaborate with student leaders and teammates to develop activities and events that enhance community engagement. Help students learn to resolve conflicts and communicate productively across differences.
3. **On-Call Support** – participate in a rotating on-call schedule to address after-hours needs, including first aid, mental health concerns, facilities problems, behavioural issues, building evacuations, and other urgent matters.
4. **Programming** – develop, facilitate, and evaluate events, programs, and workshops on topics such as inclusion and belonging, academic success, health and well-being, and self-management, among others.
5. **Administrative** – completing various administrative tasks, such as attending mandatory training, documenting incidents, disseminating information, and conducting suite inspections.

The Lead Residence Don performs all duties of a Residence Don but assumes additional responsibilities to support the residence life team and program. These include:

1. **Team Development** – provide support and mentorship to Residence Don Team. Support the ADRL in fostering a strong team environment. Plan formal and informal social activities for team members, lead debriefs after training sessions, share insights and advice on navigating the Residence Don role.
2. **Community Development** – support the ADRL in overseeing various aspects of the residence’s community development model, including tracking programming and other basic associated tasks.

This role is a unionized position represented by the USW Local 1998 – College Residence Dons Bargaining Unit. For more information on position expectations and requirements, please review the [collective agreement](#).

Qualifications

To be considered for the Lead Residence Don position at Innis College, applicants must meet all the following criteria.

- Have a minimum of one year's prior work experience as a Residence Don.
- Be a registered, full-time student at U of T throughout the 2025-26 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 (begins August 2025).
- Be in good academic standing as most recently assessed by the University of Toronto.
- Meet eligibility criteria to live at the Innis Residence as outlined in the Occupancy Agreement.
- Hold a Standard First Aid and CPR-C certification valid until May 1, 2026, prior to the beginning of employment.

Successful candidates will possess some or all the following experiences and skills:

- Experience in planning and executing events and programs for students.
- Strong active listening and support skills, particularly for students in difficulty.
- Ability to work effectively within and across diverse communities and cultures.
- Proven experience in leading and collaborating with peers and staff.
- Capacity to work independently, take initiative, and achieve established goals.
- Strong judgment, critical thinking, and problem-solving abilities.
- Good understanding of campus resources and support available to students.
- Excellent organizational skills, with the ability to prioritize tasks and meet deadlines while managing unpredictable emergent needs. High flexibility and adaptability are essential.
- Willingness to learn, grow, and develop new skills; receptiveness to coaching and professional development.
- Familiarity with Innis College and Innis Residence.

Compensation

The role is a unionized position 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](#).