



RESIDENCE DON POSITION

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 activities and events for students.



Learn about:

Community & Civic Engagement
Leadership & Collaboration
Fostering Inclusivity & Equity
Decision Making

Minimum Qualifications

- Must be a registered, full-time student at the University throughout the 2020-21 academic year.
- Must be willing to live in residence throughout the duration of employment.
- Must be available to attend full-time training between August 23 – September 6, 2020.
- Must have a minimum sessional and cumulative GPA of 2.3.

Skills & Experiences

Below is a list of skills and experiences that we consider assets in this type of role. Please note that this is not an exhaustive list and applicants are not expected to meet them all. Extensive training is provided to ensure that individuals have the skills they require to succeed as a Don.

- Experience living in a shared environment such as residence or an off-campus apartment.
- Experience working within and across diverse communities, cultures, and contexts.
- Experience leading and collaborating with other students.
- Good interpersonal skills, initiative, time management, and judgment.
- Familiarity with university resources and supports.
- Familiarity with Innis College and the residence.

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 and meaningful interaction 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.



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3. *Emergency Response* – Residence Dons are often the first to respond to emergencies in residence. This may include first aid or mental health emergencies, evacuations, and other crisis situations.

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, performing suite inspections, assistance with hiring, and so on.

Commitments

Residence Dons should expect to work approximately 10-15 hours/week, although this will vary slightly throughout the year. Dons must be willing to prioritize their work in residence over other employment and co-curricular endeavours and any such commitments must first be approved by the ADRL. Dons are not permitted to hold a position with a recognized campus student society/union, be a Varsity athlete, or participate in activities that require significant time away from residence.

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

All times away from campus must be discussed with and approved by the ADRL. This includes being away for more than two consecutive nights and more than four nights per month. Dons are eligible for 2 weeks off during the period of this contract unless otherwise approved by the ADRL.

Remuneration

Residence Dons are provided with a private room in residence and a monthly stipend of \$425 (\$3400 total), payable between September and April of each year.