Job Title: Residence Life Don – First Year Communities
Department: Campus Housing – Student Development & Residence Learning
Reports To: Coordinator, Residence Life
Pay rate: See Remuneration for details
Effective Date: TBD

Primary Purpose

The Residence Life Don is part of an interdependent and collaborative team committed to integrating the student voice and connecting research and evaluation to our practice in order to continuously build on our understanding of our students' wants and needs and on our knowledge of how living environments contribute to student success. Our curricular approach facilitates the design and delivery of experiences and services so that students achieve priority developmental and educational outcomes.

Residence Life Dons at the University of Waterloo are appointed to foster a positive residence experience that is conducive to successful academic study and personal development. This live-in position requires regular presence in the community, as well as excellent communication skills, proven leadership ability, good judgement, and a sincere desire to help others. A Residence Life Don must be willing to act as an ambassador of the University and support initiatives by the University and the Department of Housing and Residences. Under the supervision of the Residence Life Co-ordinators (RLCs), Residence Life Dons are expected to foster a sense of belonging in residence, practice positive role modelling, collaborate with staff and peers, and uphold residence and University policies.

Residence Life Dons may be approached by students who have experienced challenges or exhibit high risk behaviours such as thoughts of suicide, sexual assault, domestic violence, and self-harm. Residence Life Dons are responsible for listening and providing resources to students; they do not provide counselling. To this end, all Residence Life Dons are trained in these high risk areas in order respond to these situations effectively. All Residence Life Dons will be trained in Question Persuade Refer (QPR) Suicide Prevention during Residence Life Staff Training (RLST).

Key Accountabilities

Administration

- Attend all mandatory training sessions and meetings, including RLST, professional development opportunities, one-on-ones with supervisor, and weekly team meetings.
- Submit required reporting and documentation, including community development trackers, one on one notes, and incident reports, as stipulated.
- Oversight of budget to community build in their Residence Area.
- Be familiar with campus resources, as disseminated in RLST and ongoing communication from the Residence Life Management Team. Distribute information and resources to assigned Residence Area, acting as a referral agent to the community.
- Maintain a high level of confidentiality with respect to residents and work-related matters.
- Follow up in a timely manner to requests/questions from residents and staff.
- Check and respond to email and voicemail messages on regular basis.
- Commit to the role of Residence Life Don as a principle extracurricular activity. Additional activities (up to 10 hours per week) must be approved by the RLC.
- Carry out other duties that may be requested by the Department of Housing and Residences.

### Community Development

- Serve as a positive role model at all times for students and staff members, specifically with regards to academics, personal wellness and social conduct.
- Orient and integrate students to residence and University life and provide opportunities for them to become acquainted with other students in their specific Residence Area and on campus.
- Create awareness of opportunities for involvement within the campus community.
- Develop relationships with residents for the purposes of demonstrating approachability, resourcefulness, and inclusion.
- Implement and facilitate the First Year Experience Model, as developed by Student Development and Residence Experience.
- Work as a team player with a focus on consistency, communication and support within immediate staff team and with all members of the Residence Life Team.

### Community Management

- Create and sustain an atmosphere conducive to academic success, ensuring reasonable and acceptable community activity that balances the needs of all students to study, learn and rest
- Assist with response to residence policy violations by delivering educational sanctions as determined by the RLC, and support residents experiencing roommate challenges by completing roommate mediations.
- Perform Residence Life Duty Don responsibilities, including conducting “building rounds” to develop rapport with residents, assessing the safety of the community, responding to emergency situations, and participating in a rotating ‘On-Call Phone’ shift as assigned by the RLCs.
- Respond to first-aid emergencies, building evacuations, and crisis situations.
- Report all facility issues or infrastructure safety concerns to Maintenance and Security Services.
- Manage individual community to ensure appropriate and clean common spaces.

### Required Qualifications

- Maintain full-time student status (1.5 credits) throughout the duration of appointment.
- Maintain satisfactory (or higher) academic standing in program of study.
- Have a valid Standard First Aid and CPR A certification for the duration of appointment.
- Have a valid Vulnerable Sector Check for the duration of appointment.

### Don Offer Period

The official Don Offer period for the Residence Life Don position commences at the beginning of mandatory Residence Life Staff Training and typically concludes 24 hours after the final exam each term. Residence Life Dons will be required to spend most of the first two weeks
and the last two weeks of each term (i.e. examination period) in their respective areas. Throughout the term, Residence Life Dons are expected to be available to residents, and generally in their assigned area as much as reasonable. Residence Life Dons are given the opportunity to be away from residence for more than 48 hours, with consent of the Residence Life Co-ordinator. Residence Life Dons must also be prepared to spend at least part of Reading Weeks and certain specified weekends on-campus. Furthermore, Residence Life Dons in Winter terms are required to return to campus to resume their residence role early in January, on the date determined by the Manager, Residence Life.

Appointment to the Residence Life Don position is for either one or two academic terms, as determined by the Don offer and acceptance. Re-appointment is at the discretion of the Residence Life Co-ordinators and the Manager, Residence Life and should not be considered routine or automatic. Please note: following a Don offer, any behaviour contrary to the expected conduct of a Residence Life Don will result in an immediate review of the Don offer.

There is a five-term maximum for the Don role for all Residence Life Don- First Year Communities positions.

**Remuneration**

Remuneration for Residence Life Dons varies slightly depending on the assigned area. Village 1 Residence Life Dons are provided accommodation within the assigned area in addition to $2600/term of WatCard funds. UW Place, Ron Eydt Village, Minota Hagey, Mackenzie King Village, and Columbia Lake Village Residence Life Dons are provided accommodation within the assigned area in addition to $900/term of WatCard funds. This Room and Board remuneration is received in the form of a taxable benefit and must be claimed as income through the Canadian Revenue Agency.

Please address any questions to hirehousing@uwaterloo.ca