

<b>POSITION TITLE:</b>	<b>Residence Don</b>
<b>DEPARTMENT:</b>	<b>Student Experience and Housing</b>
<b>REPORTS TO:</b>	<b>Manager, Housing</b>
<b>EFFECTIVE DATE</b>	<b>May 4 – September 5, 2026</b>

## **⚠️ IMPORTANT NOTE ⚠️**

It is critical to understand that the Residence Don experience is different in the Spring academic term compared with Fall and Winter terms in residence, due to the nature of guests residing in Renison Residence as well as Renison students residing at St. Jerome's University residence. The focus of event programming in the Spring term emphasizes community-wide engagement rather than floor-specific initiatives. Please read the job description carefully.

## **GENERAL ACCOUNTABILITY**

The Residence Don positions (three positions) are accountable to the Manager, Housing and receives operational guidance from the Student Experience and Housing team. The incumbent works an average of 20 hours per week being responsible for various aspects of residence and community life; ensuring a supportive, safe and respectful community, keeping with the values and goals of the Student Experience and Housing Department as well as Renison University College.

During the Spring term, Renison Residence is occupied with a combination of individuals including University of Waterloo undergraduate students, short-term conference guests, Renison International Programs (IP) students participating in short-term English language programs and academic English language programs, as well as students under the age of 18 participating in pre-university and pathway programs at Renison. In addition, Dons will also respond to concerns from Renison-registered students residing at St. Jerome's University residence.

## **NATURE AND SCOPE**

- Interpersonal Contacts: This position works with Renison resident students, the Student Experience and Housing team, full and part-time staff, faculty, University of Waterloo Special Constable Service, EMS, and guests.
- Level of Responsibility: There is a high level of responsibility within the Don role, including the safety and wellbeing of Renison residents and facilities.
- Decision Making Authority: This position possesses decision-making authority based on established policy and procedure; complex and non-routine issues involve consultation with the Manager, Housing. The position requires enforcement of the Renison Residence Community Standards, and crisis support through a system of emergency response on a rotating schedule. This position will receive a number of student inquiries requiring support, and will be required to provide adequate referral to campus resources. This position works with confidential and sensitive information relating to students and Renison University College.
- Physical and Sensory Demands: Physical and sensory demands are non-typical, as the incumbent is required to live where they work. Peak times can include student requests, multiple priorities, and frequent interactions. This role involves exposure to stress and interactions with students who are upset or unstable due to being under time and/or financial pressures, or having trouble acclimatizing to resident and/or student life.

## KEY ACCOUNTABILITIES

### Student Interaction

- Create a positive community atmosphere in residence where all residents feel comfortable and that they belong.
- Assist residents in their growth and transition into university life, typically accomplished through multiple interactions and provide adequate campus referrals to resources.
- Respond to student crisis by calling in appropriate supports (ex. Senior On Call, Special Constable Services, EMS, etc.), and mediating student disputes.
- Ensure the Renison Residence Community Standards are upheld and respond to violations and emergencies as they arise.
- Participate in college-wide events (Orientation, Mandatory Resident Check-ins, Open Houses, College Dinners, Fun with Dons, etc.)
- Hold regular floor meetings and floor events with students.
- During under-18 pre-university programs in June/July/August, participate in the rotation of Dons who will be conducting nightly checks on students under the age of 18 living in residence, to ensure they are in their residence rooms by curfew.

### Support in Arrivals and Departures of Renison Program Participants

- Dons must help with arrivals and departures of students and groups staying at Renison or other locations where Renison students are residing (ex. St. Jerome's University)
- Arrivals and departures will take place throughout May, June, July and August at varying times of day and night. Therefore, Dons must be available to welcome participants as scheduled by the Manager, Housing.

### Event Planning

- Develop, promote, and facilitate event programs that meet the needs of both the floor community and the greater residence community.
- Work with the Manager, Housing to manage a floor budget.
- Support other members of the Student Experience and Housing team, including Renison Peer Leaders, to manage events (ex. Fun with Dons) and programming in a collaborative and positive way.

### Administrative Duties

- Maintain open communication and manage administrative duties.
- Complete incident reports, activity reports, room inventories and inspections, duty logs, maintenance requests, key agreements, etc.
- Monitor texting app communities and manage floor texting app communities.
- Meet with the Manager, Housing regularly for one-on-one meetings.
- Meet with the Don team once per week; date determined by Manager, Housing.

## EXPECTATIONS AND REQUIREMENTS

- Oversee the wellbeing of students and respond to issues in the residence during shifts on a rotating schedule. More specifically, a shift is characterized as follows:
  - Weekdays: on duty and on site from 4:00pm to 9:00am. Dons must conduct one social round, one safety round, and be a visible presence in Moose Tracks or the cafeteria from 7:00pm to 9:00pm per evening.
  - Weekends: on duty and on site from 4:00pm Friday to 4:00pm Saturday; 4:00pm Saturday to 4:00pm Sunday; 4:00pm Sunday to 9:00am Monday. Dons must conduct one social round, one safety round, and be a visible presence in Moose Tracks or the cafeteria from 7:00pm to 9:00pm per evening.

- For Dons employed in Spring 2026 term, on-duty Dons must respond to issues reported by Renison students residing at St. Jerome's University.
- Consuming and being under the influence of drugs and/or alcohol is not permitted while the individual is undertaking any work-related task, such as being on-call or facilitating an event.
- Dons who are off duty must always act responsibly while within the Renison community and serve as a role model of respect for self, others, and the community while upholding the Residence's Community Standards.
- Dons are permitted a maximum of ten nights away from the Waterloo Region during the length of the contract. These vacation days require advance approval from the Manager, Housing on a first-come, first-serve basis. Due to multiple arrivals and departures of resident cohorts and groups, Dons are encouraged to schedule vacation requests so they do not interfere with normal residence operations.
- Dons are expected to remain in Residence for the duration of their contract, ending September 5, 2026, to support with changeover between terms. Dons are not permitted to save vacation days to the end of their contract period.
- When feasible, Dons are permitted two (non-consecutive) 24-hour "away periods" within a week to be away from Residence, but within the Waterloo Region. These "away periods" will be scheduled to ensure enough staff are present at night. Furthermore, these periods are not allowed on weeks where two or more vacation days are scheduled.
- It is expected that your Don role is your main priority aside from your educational studies. Dons must seek approval from Manager, Housing prior to assuming any additional job or extra-curricular responsibilities.
- Other duties as assigned by the Manager, Housing and/or members of the Student Experience and Housing team.

## BENEFITS

In exchange for the position, a Residence Don will be compensated with a 90% discount on a single room residence contract (accommodations and meal plan). The discount is applied to the style of single room assigned. The value of the residence contract is deemed a taxable benefit and a T4A will be issued for the amount less calculated disturbance factors acceptable by Revenue Canada. The value of the residence contract must be included as income for any OSAP applications.

## POLICIES OF RENISON UNIVERSITY COLLEGE

- Registered Waterloo student in good academic standing with a minimum average (in both semester and cumulative) of 65% (preference will be given to students in their 2A term or higher). Residence Dons must maintain [good academic standing](#) as per their faculty definition, as well as abide [by academic integrity policies](#). Failure to adhere to these conditions may lead to remedial action, up to and including dismissal.
- Must be registered in a full-time course load or on a co-op work term.
- **Must have passed a vulnerable sector check with the police. Certificates older than 6 months before the start of the contract will not be accepted.**
- **Must hold a valid Standard First Aid and CPR AED Certificate.**
- Experienced student leader with a strong knowledge of the University of Waterloo campus, Faculties, services, and resources.
- Excellent problem-solving skills and good judgment; ability to think on your feet and navigate difficult discussions or situations with diplomacy and tact.
- Experience participating in international or cross-cultural living and learning opportunities; ability to approach cross-cultural communication and inter-group dynamics with sensitivity and respect.
- Must be highly organized to manage multiple demands in tight timelines.

**Note:**

- Dons are required to stay to the end of the term until all residents and guests have vacated.
- In the event that a Don breaches their contract in any way or is judged to be unsatisfactory in their role, that Don will be relieved of their duties and may be required to find alternate housing.
- The Student Experience and Housing department reserves the ability to assign a Don their room and move them if deemed necessary.
- Any additional activities, employment, and volunteer work must not impact the incumbent's ability to perform all Resident Don job duties and responsibilities.

**POLICIES OF RENISON UNIVERSITY COLLEGE**

The Residence Dons are to always act as role models for all students. Any violation of Renison University College rules, negligence in informing the Manager, Housing of violations of policy, negligence in abiding by the terms of this agreement, or conduct unbecoming of a Don, is considered dereliction of a Don's duties. Dereliction of duties may result in termination of the appointment and forfeit of income and allowances.

**WORKING CONDITIONS**

Travel: None

Working Hours: Inconsistent working hours; may be called to provide support at all hours during their schedule shifts. A monthly schedule will be set in advance.

Risks – physical and psychological:

Psychological risks:

- This role involves exposure to stress and interactions with students who are upset or unstable due to being under time and/or financial pressures, or who are dealing with culture shock, mental health issues, psychological stress, irregular and/or high volumes, multiple and/or tight deadlines beyond one's control.