

RESIDENCE DON DUTIES & RESPONSIBILITIES 2025-2026

The responsibilities of a Residence Don are to promote the mission and goals of Student Life at the College, to ensure that the Policies and Guidelines are followed, and to serve as an advisor and leader to students on their floor(s) and throughout the College community.

Expectations and Requirements

- ❖ Oversee the wellbeing of students and first contact for issues in the residence during scheduled Duty shifts on a rotating schedule during non-business hours (business hours are 8:30 a.m. to 4:30 p.m., Monday – Friday).
- ❖ Alcohol and cannabis consumption is not permitted while on Duty. Dons who are off-duty must act responsibly at all times while within the United College community.
- ❖ Dons are required to stay up to residence shutdown, typically 24 hours after the final scheduled exam.
- ❖ Dons are expected to spend a considerable amount of time on their floor, particularly during the first 2 and last 2 weeks of a term when work demands are at their highest.
- ❖ All Dons are expected to participate in the entirety of Don Training. Training is tentatively scheduled for August 23 – August 30.
- ❖ All Dons are expected to participate in United College Move-In Day (Tentatively, August 30) and all Open House Days (TBD).
- ❖ Any additional activities, employment, or volunteer work cannot exceed 10 hours per week without approval.
- ❖ Dons are subject to all residence terms and conditions. Any violation of residence terms and conditions, negligence in enforcing residence policy, negligence in abiding to the terms of the Don Agreement or conduct unbecoming of a Don will result in disciplinary actions.
- ❖ Other duties as assigned by the Director, Student Life or Residence Life Coordinator.

Qualifications

- ❖ Must maintain a minimum average (in both semester and cumulative) of 70%
- ❖ Must be registered in full time course load or on a co-op work term
- ❖ Must hold a valid Standard First Aid and CPR AED Certificate
- ❖ The responsibilities and guidelines outlined in this job description are a legal rider to this contract.

Compensation

Compensation consists of a 100% discount on a single room residence contract (accommodations and meal plan). The discount is a taxable benefit for income tax purposes and for OSAP applications.

Specific Duties

Specific duties and responsibilities follow under the following main categories:

Residence Life

- ❖ Setting an example as a role model by attending classes regularly, passing in assignments on time, encouraging acceptable social behavior and by abiding by all College policies.
- ❖ Being sensitive to the needs of each student on your floor and encouraging mutual respect among residents.
- ❖ Initiating the planning and implementation of residence programs and encouraging participation in the academic, social, and athletic activities of the residence.
- ❖ Encouraging acceptance and tolerance towards others and promoting inclusive spaces.

Community Management

- ❖ Knowing each person by name on the floor(s) by the end of the first week, and by the end of September being familiar with most students in the residence.
- ❖ Being around the floor(s) as much as possible, specifically during the first two weeks of the term to ensure that all students are fitting in and making a successful transition, as well as the last two weeks when students are moving out.
- ❖ Providing input for residence programs based on the needs of the floor(s) and community.
- ❖ Being available, willing, and able to help students when needed.
- ❖ Managing community issues as they arise and proactively addressing concerns to mitigate their impact on students and the community.

Enforcing Regulations

- ❖ Set the standards at the beginning of the year along with the other Residence Dons, the Residence Life Coordinator, and the Director, Student Life
- ❖ Enforcing the standards of United College, the University of Waterloo, and the laws of our province and country.
- ❖ Assisting students with understanding the terms and conditions of their residence contract.
- ❖ Completing reports and logs in a detailed, professional, and accurate manner.

Monitoring Residence Services

- ❖ Reporting any concerns relayed to you by residents to the appropriate staff member using the communication tools put in place.
- ❖ Reporting all maintenance and/or damage concerns promptly.
- ❖ Relaying to College staff any information related to the custodial services, maintenance services, food services being provided to the residence.
- ❖ Ensuring that proper residence check-in/check-out procedures are followed.

Advising and Referring

- ❖ Maintaining confidentiality and ensuring proper documentation procedures.
- ❖ Utilizing listening and coaching skills to assist students while maintaining their self-confidence and independence.
- ❖ Being alert, and reporting any residents exhibiting extreme behaviour changes or extreme behavior of any kind (e.g. withdrawal from contact with others, unusual aggressiveness, heavy drinking, excessive skipping of classes, severe depression or moodiness, hyperactivity).
- ❖ Seeking to solve problems and demonstrating a willingness to listen and be involved in the helping process.
- ❖ Being aware of and sharing the resources that are available to assist students.