POSITION DESCRIPTION F22-W23

SENIOR RESIDENCE LIFE DON

Position:	**Senior Residence Life Don (Durham Campus)**
Contract Period:	August 14, 2023, to April 30, 2024
Reporting To:	Residence Life Coordinator
	$14,958.03 and 22% Residence Fee Discount
	*Pending budgetary approval
Remuneration:	$14,958.03 and 22% Residence Fee Discount
	*Pending budgetary approval

Position Summary

Reporting to the Residence Life Coordinator (RLC), the Senior Residence Life Don (SRLD) is a student employee within Student Housing who fosters a sense of community within residence that is conducive to learning, engagement, academic success, and personal growth and development. The SRLD acts as a mentor, peer support and offers support and assistance to students that live in residence. SRLDs participate in a nightly on-duty rotation, including over weekends, and holidays, and work with their supervisor to ensure a safe and secure residence environment. Under the supervision of the RLC, the SRLD assists with overseeing a residence-wide community of students, including assisting in addressing low-level conduct concerns. The SRLD, under the direction of the RLC, assists in advising and supporting the Residence Life Dons (RLD) and Living Learning Community/ Academic Cluster Dons in their assigned residence. As members of the Residence Life and Education Team, SRLDs are expected to build quality relationships with their colleagues and act as role models, educators, and referral agents for students living in residence to contribute to a resident's overall success at Trent University. Due to the nature of this position, staff will be required to live on and have significant presence on the Durham campus.

Responsibilities

Team Development and Support (20%)

- Under the direction of Housing Staff, create, promote and facilitate student staff team development in both formal and informal settings.
- Encourage collaboration, idea sharing, team building, and a positive work environment among teammates.
- Under the direction of the Residence Life Coordinator, meet regularly with Residence Life Staff in their assigned team to help guide them in aspects of their role
- Under the direction of Housing Staff, develop and regularly review team agreements
- Facilitate bi-monthly team socials
- Be familiar with the importance of addressing, mediating and resolving conflicts in a positive manner and handling a variety of group dynamics in a team environment.
- Role model and provide guidance to fellow Residence Life Staff.
- Assist Housing Staff in the development and facilitation of training and onboarding for incoming and returning Residence Life Staff

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Community Development & Residence Education (20%)

- Foster a sense of community within residence
- Under the direction of the RLC, track the progress of Residence Life Staff in implementing the Residence Learning Model and encourage Residence Life Staff to attend various campus events with students
- Assist residents in developing their understanding of community living, and encourage residents to take an active role in building and managing their own community
- Assist in facilitating residence-wide building meetings
- Develop learning experiences to engage students within the Trent University Residences, as per the Residence Learning Model
- Host regular office hours within the Residence in coordination with the RLC
- Attend Trent Durham Student Association (TDSA) meetings and report back to the designated Residence staff team
- Facilitate aspects of the Residence Council, including assisting with election processes, facilitating meetings, and assisting with the development and facilitation of training and onboarding
- Communicate and collaborate regularly with Residence Life & Education Assistants to assist in the promotion and facilitation of learning experiences

Community Management (20%)

- Take an educational approach to addressing Residence Standards concerns
- In the absence or dismissal of a Residence Life Don, assume responsibility of a designated residence community as required
- Support Residence Life Staff in mediating conflicts that arise between roommates and community members, referring to the Residence Life Coordinator as necessary
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- Complete on duty rotations according to the schedule and fulfill on-duty responsibilities, including but not limited to: a minimum of 2 rounds on weekdays (8PM & 11PM), a minimum of 3 rounds on weekends (8PM, 11PM & 1AM).
- Responds to Residence Standards violations, student concerns, and emergency and crisis situations as required and engages appropriate campus resources as needed.
- Act as a role model for students through upholding the Residence Standards, Residence Agreement, and Student Charter of Rights and Responsibilities, maintaining a strong understanding of and ability to community this information to students
- Maintain knowledge of all emergency procedures and protocols, including fire drills, fire safety information, and emergency lockdowns.
- Respond appropriately to student concerns, violations, and emergency and crisis situations as per response matrix
- Under the direction of Housing Staff, develop a monthly on duty schedule for the Residence Life Staff in their assigned Residence community.

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- Establish, develop, and maintain an open relationship with members of the residence community
- Under the direction of Housing Staff, assist in meeting with students to address lower-level conduct concerns and violations of the Residence Standards.

Student Support & Referrals (15%)

- Meet one on one with students to actively listen, and utilize peer helping skills.
- Engage students in conversations around expectations within the community.
- Promote student wellness within residences including sharing information on strategies for academic success and personal wellness.
- Be familiar with services on campus and refer students as required, understanding their personal limits.
- Act as a referral agent for students within the residence community (e.g. Academic Advising, Academic Mentoring, Accessibility Services, Indigenous Cultural Counselling, International Student supports, Counselling, etc.)
- Under the direction of Housing Staff, assist Residence Life Staff in the support of students in their assigned communities by providing guidance, resources, and support

Documentation & Administration (15%)

- Communicate regularly with the Residence Life Coordinator through one-on-one meetings, email, monthly logs, and other documentation as required
- Attend training and development opportunities
- Under the direction of Housing Staff, facilitate weekly staff meetings
- Complete appropriate documentation, including, but not limited to incident reports and journals, through StarRez and other designated software for student concerns and Residence Standard violations as needed
- Document all conduct meeting notes, outcomes and follow-up as needed
- Ensure privacy is maintained with respect to residents' behaviours and incidents occurring in Residence
- Report all facilities issues through work orders
- Promote open relationships between students and Student Housing

Other (10%)

- Participates in staff meetings and trainings as required
- Upholds residence agreement and policies when necessary
- Be knowledgeable of emergency response procedures and respond as required
- Attends Move In Day and assists with various tasks
- Attend and assist in Open House and other recruitment days
- Assists with Move Out processes and various tasks
- Other duties as assigned

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Qualifications

- Minimum of one academic year's experience as a Residence Life Don at Trent University with successful job performance evaluation
- Demonstrated understanding of community living and residence
- Excellent communication and interpersonal skills
- Passionate about providing service to others
- Able to work independently and within a group
- Flexible, adaptable, and accepting of change and development
- Understands, values and respects diversity

Conditions of Employment

- Minimum of one academic year's experience as a Residence Life Don at Trent University with successful job performance evaluation
- Maintain 3.5 credits per academic year to ensure maintained status as a full-time student
- Achieve and maintain a semesterly and cumulative minimum average of 67%
- Achieve and maintain good financial standing with the University
- Obtain a clear criminal record check, including vulnerable sector check
- Maintain valid standard first aid and CPR level C certification for the duration of their contract
- Achieve and maintain a clear student conduct history with Student Housing and the University

Statement of Declaration

The health and safety of students, staff, and guests in the residence is a paramount concern for Student Housing at Trent University. To provide such an environment, Student Housing employs various student staff (e.g. Residence Life Dons, Services Centre Assistants, etc.) who demonstrate superior capacity as a role model through compliance with expectations (e.g. Residence Standards, expectations documents, employment contracts, etc.); the ability to make independent decisions as a peer leader and support to students in need; and as a first-responder in crisis situations (in applicable positions).

To ensure quality applicants, Student Housing will review the residence and campus history of all applicants, which includes, but is not limited to, behavioural, conduct, and employment history. Some positions must also meet an academic standard which is reviewed by Student Housing prior to, and throughout the course of, employment.

Applicants whose conduct concerns (i.e. violations of the Residence Standards) or employment history exceed the acceptable threshold will not be invited to interview. Based on the requirements of the job, if there is a bonafide concern with an individual's non-conduct related behaviors that might hinder the ability to meet expectations; a) an offer of employment will be conditional upon the applicant meeting expectations that ameliorate the concerns or b) an offer will not be made.

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This job description reflects the principal job elements and does not list all responsibilities, skills, or working conditions associated with the position.