

Position: **Living Learning Community Don**
Contract Period: August 19, 2024 to April 30, 2025
Reporting To: Residence Life Coordinator and Residence Education Coordinator
Remuneration: \$21,110

Position Summary

Reporting to the Residence Life Coordinator (RLC) and the Residence Education Coordinator (REC), the Living Learning Community Don (LLCD) 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 LLCD acts as a mentor and offers support to students that live-in Residence. Responsible for community development, community building and community manager of their themed community, LLCDs provide students with opportunities to build meaningful connections within the Trent community related to their community's theme. As members of the residence life and education team, LLCDs are expected to build quality relationships with their students, 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. LLCDs 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. It is anticipated that the LLCD will work approximately 10-15 hours per week with flexibility based on student needs in their communities.

Responsibilities

Student Support & Referrals

- Establish, develop, and maintain an open relationship with each member of the assigned section, regularly interacting with each resident every week;
- Meet one-on-one with students to actively listen, and utilize peer helping skills;
- Be regularly available to students, particularly in the evenings and weekends, and provide them with specific times of availability and contact information;
- Engage students in conversations around community expectations;
- Promote student wellness within residence and share information on strategies for academic success and personal wellness;
- Be familiar with services on campus and refer students as required, understanding their personal and role limits;
- Act as a referral agent for students within the residence community (e.g. the Wellness Centre, Colleges, FPHL, Financial Services, etc.);
- Request approval from the RLC if planning to be away from residence beyond 72 hours, and find community coverage if approved.

Community Development & Residence Education

- Foster a sense of community within residence in their individual residence community as well as in the building / college as a whole;
- Engage students in conversations about the development of their residence community;
- Utilize the Residence Learning Model to provide proactive opportunities for students to learn, grow and develop;
- Assist students in developing their understanding of community living, and encourage students to take an active role in building and managing their community;
- Plan and execute community building experiences that allow students to spend intentional time building relationships with peers;

- Fulfill co-curricular requirements as per the Residence Learning Model, which may include bringing students to learning initiatives hosted by campus partners, or bringing approved campus partners into Residence spaces to provide learning opportunities to students;
- Support College Residence Council, College Cabinet, College-wide, and campus-wide programs throughout the course of the year;
- Encourage collaboration, idea sharing, team building, and a positive work environment among teammates;
- Actively work to address and resolve conflicts in a positive manner while handling a variety of group dynamics in a team environment.
- Implement learning experiences provided by the Residence Life and Education Team;
- Facilitate one-on-one conversations with students in your residence community;
- Facilitate community meetings every month in assigned community.

Living Learning Community Programming

- Work with the RLC, Residence Education Coordinator (REC), and Residence Life & Education Assistants (RLEA) as necessary in order to create and implement theme-related learning experiences based on interest/needs from students and alignment with the Residence Learning Model
- Collaboratively, based on the specific interests of the students in the community, develop one large-scale event per term
- Host smaller events/meetings with the students of the LLC to discuss interests and direction of the LLC at least three times per term
- Under the direction of Housing Staff, collaborate with the REC to foster and develop campus and community partnerships relevant to the LLC
- Identify campus and community groups/organizations who can provide collaborative programming, mentorship opportunities, volunteering/job opportunities, and ways to stay involved with the learning community's theme after they have left residence
- Where appropriate, contribute to the assessment of the success of the LLC Program
- Prepare transition reports for future LLCs with the goal of fostering framework and institutional knowledge within the LLC

Community Management

- Take an educational approach to addressing Residence Standards concerns;
- Support students experiencing a variety of conflicts, referring them to the Residence Life Coordinator and other appropriate resources as necessary;
- Mediate conflicts that arise between roommates and community members, referring to the Residence Life Coordinator as necessary;
- 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 and enforcing the Residence Standards, College Residence Agreement, and Student Charter of Rights and Responsibilities, maintaining a strong understanding of and ability to communicate this information to students;
- Maintain knowledge of all emergency procedures and protocols including the roles and responsibilities outlined within the position (i.e. the Response Matrix), including fire drills, fire safety information, and emergency lockdowns;
- Respond appropriately to student concerns, violations, and emergency and crisis situations.

Documentation & Administration

- Participate in all required training and development opportunities;
- Participate in all weekly Monday night staff meetings;

- Communicate regularly with the Residence Life Coordinator through one-on-one meetings, email, weekly logs, and other documentation as required;
- Complete appropriate documentation through StarRez, and other designated software including, but not limited to, incident reports and journals, for student concerns and Residence Standard violations, Residence Learning Model Phase Workbooks and Meaningful Conversation forms, as needed;
- Ensure privacy is maintained with respect to students' behaviours and incidents occurring in Residence;
- Report all facilities issues through work orders as necessary;

Other

- Attend Move-In Day and assist with various related tasks;
- Attend and assist in Open House and other recruitment days;
- Assist with move out processes (i.e. room checks) and various related tasks;
- Other duties as assigned.

Qualifications

- For Academic Program affiliated LLCs (Nursing, Forensics, Business Administration, and the Trent-Swansea Law Dual Degree): enrolment in the relevant academic program is required
- Demonstrated understanding of community living and Residence
- Excellent communication and interpersonal skills
- Ability to build strong relationships with individuals
- Passionate in providing service to others
- Able to work independently and within a group
- Flexible, adaptable and accepting of change and development
- Understanding and respectful for diversity

Conditions of Employment

- 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
- Living Learning Community Dons are required to live in Residence and will be assigned a single room in residence by Student Housing
 - The staff room rate for 2024-2025 is \$9,531, and the staff dining plan rate is \$3,800

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, campus engagement and employment history. Some positions must also meet an academic standard which is review by Student Housing prior to, and throughout the course of, employment.

POSITION DESCRIPTION F24-W25
LIVING LEARNING COMMUNITY DON

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.

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