

**Job Title:** Living Learning Community Don

**Department:** Student Housing

**Supervisor Title:** Residence Life Coordinator and Residence Education Coordinator

**Last Reviewed:** October 2024

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## **JOB PURPOSE:**

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.

## **KEY ACTIVITIES:**

1. Work with the RLC, 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; including but not limited to collaboratively, based on the specific interests of the students in the community, develop one large-scale event per term
2. Provide support to Residence students by establishing, developing, and maintaining an open relationship with each member of the assigned section, regularly interacting with each resident every week; including intentional one-on-one meetings throughout the term with students to actively listen, and utilize peer helping skills;

3. Be regularly available to students, particularly in the evenings and weekends, and provide them with specific times of availability and contact information;
4. Promote student wellness within residence and share information on strategies for academic success and personal wellness including being familiar with services on campus and referring students as required, understanding their personal and role limits;
5. Foster a sense of community within residence in their individual residence community as well as in the building / college as a whole; including utilizing the Residence Learning Model to provide proactive opportunities for students to learn, grow and develop; planning and executing community building experiences that allow students to spend intentional time building relationships with peers; and facilitating community meetings every month in assigned community.
6. Support students experiencing a variety of conflicts, including mediating conflicts that arise between roommates and community members, referring to the Student Housing Coordinator and other appropriate resources as necessary;
7. Complete on duty rotations according to the schedule and fulfill on-duty responsibilities, including engaging students in conversations around community expectations; and responding to Residence Standards violations, student concerns, and emergency and crisis situations as required, engaging appropriate campus resources as needed.
8. Act as a role model for students through upholding and enforcing the Residence Standards, Residence Agreement, and Student Charter of Rights and Responsibilities, maintaining a strong understanding of and ability to communicate this information to students;
9. Participate in all required training and development opportunities; including participating in all weekly staff meetings;
10. Communicate regularly with their supervisor and other staff members through one-on-one meetings, email, weekly logs, and other documentation as required;
11. Other duties as assigned.

### **EXPERIENCE/QUALIFICATIONS REQUIRED:**

- Demonstrated interest in the theme of the community and/or enrolled in an academic program that aligns with the theme of the community
- Ability to build strong relationships with individuals
- Passionate in providing service to others
- Demonstrated understanding of residence and community living
- Excellent communication and interpersonal skills
- Able to work independently and within a group
- Flexible, adaptable to change and willing to grow and develop in role
- Demonstrated experience in co-curricular activities is considered an asset
- Understanding and respect 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