

Job Title: Senior Residence Life Don

Department: Student Housing

Supervisor Title: Residence Life Coordinator or Student Housing Coordinator

Last Reviewed: October 2024

JOB PURPOSE:

Reporting to the Residence Life Coordinator (RLC) or Student Housing Coordinator (SHC), 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 helps oversee a community of students, including 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 Dons (LLCD) 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. It is anticipated that the SRLD will work approximately 10-15 hours per week with flexibility based on student needs in their communities.

KEY ACTIVITIES:

1. Foster a sense of community within residence through actively engaging with members of the community, assisting residents in developing their understanding of community living and encourage residents to take an active role in protecting, managing, and building their own community, including meeting with students to address lower-level conduct concerns and violations of the Residence Standards.
2. Develop learning experiences to engage students within the Trent University Residences, as per the Residence Learning Model, including communicating and collaborating regularly with Residence Life & Education Assistants to assist in the promotion and facilitation of learning experience.

3. Attend College Cabinet and/or Trent Durham Student Association (TDSA) meetings and report back to the designated Residence staff team.
4. Under the direction of the RLC, support teams development in both formal and informal settings Including but not limited to facilitating monthly team socials and assisting staff in supporting students in their assigned communities by providing guidance, resources, and support, encouraging collaboration, idea sharing, team building, and a positive work environment among teammates.
5. Under the direction of the RLC, meet one on one with Residence Life Dons and Living Learning Community Dons to check in and provide guidance on a variety of topics, including, but not limited to, the Residence Learning Model, community, and staff team issues.
6. Mediate conflicts, and support staff in mediating conflicts that arise between roommates and community members, referring to the Residence Life Coordinator as necessary
7. Participate in on duty responsibilities, including developing a monthly on duty schedule for staff in their assigned residence community and complete on duty rotations according to the schedule, 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 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. Communicate regularly with their supervisor and other Student Housing staff through one-on-one meetings, email, weekly logs, and other documentation as required
10. Participate in all required training and development opportunities, including under the direction of housing staff, facilitating weekly staff meetings
11. Other duties as assigned

EXPERIENCE/QUALIFICATIONS REQUIRED:

- Minimum of one academic year's experience as a Residence Life Don at Trent University with successful job performance evaluation
- 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 status as a full-time student (3.5 credits per term)
- Achieve and maintain a semester and cumulative minimum average of 67%
- Maintain good financial standing with the University
- Obtain a clear police record check
- Maintain a clear student conduct history the University
- Senior Residence Life Dons are required to live in Residence and will be assigned a single room in residence by Student Housing