

Job Title: Residence Life Don

Department: Student Housing

Supervisor Title: Residence Life Coordinator or Student Housing Coordinator

Last Reviewed: October 2024

JOB PURPOSE:

Reporting to Residence Life Coordinator (RLC) or Student Housing Coordinator (SHC), the Residence Life Don (RLD) 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 RLD acts as a mentor and offers support to students that live in residence. Responsible for community management and community building for their assigned community, RLDs provide students with opportunities to build meaningful connections within the Trent community. RLDs act as role models, educators, and referral agents for students living in residence to contribute to each resident's overall success at Trent University. RLDs 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. As members of the Residence Life and Education Team, RLDs are expected to build quality relationships with their colleagues. It is anticipated that the RLD will work approximately 10-15 hours per week with flexibility based on student needs in their communities.

KEY ACTIVITIES:

1. 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;
2. Be regularly available to students, particularly in the evenings and weekends, and provide them with specific times of availability and contact information;
3. 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;

4. 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.
5. Support students experiencing a variety of conflicts, including mediating conflicts that arise between roommates and community members, referring to the Residence Life Coordinator and other appropriate resources as necessary;
6. 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.
7. 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;
8. Participate in all required training and development opportunities; including participating in all weekly staff meetings;
9. Communicate regularly with their supervisor and other Student Housing staff members through one-on-one meetings, email, weekly logs, and other documentation as required;
10. Other duties as assigned.

EXPERIENCE/QUALIFICATIONS REQUIRED:

- 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

- Residence Life Dons are required to live in Residence and will be assigned a single room in residence by Student Housing