

Position Description
Living-Learning Community Don
*Residence Don Supplemental Position

Faculty/Unit: Housing & Ancillary Services

Department: Housing

Employee Group: Non-Union

Appointment Type: Contract

Appointment Status: Temporary Part-Time

Start Date: 2027/08/19

End Date: 2028/05/01

Hours per Week: 20-24

Salary: \$15,711.32 + 4% Vacation Pay (Pending budgetary approval for 2027-28) plus an additional \$500 (paid in \$250 installments per semester)

About Western

Since 1878, Western University has been committed to serving our communities through the pursuit of academic excellence and by providing students, faculty, and community members with life-long opportunities for intellectual, social, and cultural growth. We seek excellent students, faculty, and staff to join us in what has become known as the "Western Experience" - an opportunity to contribute to a better world through the development of new knowledge, new abilities, new connections, and new ways to make a difference.

About Us

The Division of Housing and Ancillary Services strives to provide its residents and student staff with a work environment where academic success and personal growth are promoted. The Residence Life Team, comprised of full-time professionals and part-time student leaders, is committed to providing a supportive, inclusive community for students to live, learn, and flourish. As a team, we recognize the importance of providing a smooth transition into university and a healthy living and learning environment.

Student leaders strive to offer enriching programming initiatives, foster a sense of belonging, and act as role models to all building residents.

Responsibilities

Reporting to the Residence Life Coordinator, A Living-Learning Community Don is a Residence Don who supports the experience of students living in a Living-Learning Community by designing specific programming/initiatives geared towards their community; and, by connecting students to relevant transitional, academic, social, and community-based resources relevant to the theme of the floor, in addition to the job responsibilities of their Don role.

Living-Learning Communities (LLCs) are floors in residence for students that want to live with other students that may share commonalities with each other. There are floors for students who share a

faculty/program, have the same shared identity and/or lived experience, or those who want to support diversity, inclusion, and decolonization. This means your required programming as a staff member would be geared towards this specific area. Students in Living-Learning Communities benefit from:

- An easy way to meet people who share interests and/or academic goals
- Specially designed programs and events
- Easier access to study groups and social activities
- Enhanced opportunities for career and life skills development
- Increased academic potential due to increased sense of belonging in a particularly supportive environment

Living-Learning Communities

Arts and Humanities
Kinesiology
BMOS (2)
Engineering (2)
Science
Medical Sciences
Information and Media Studies (FIMS)
Music
Nursing
Health Sciences
Scholar's Electives
SASAH
Integrated Science (WISc)
2SLGBTQ+ and Ally

Qualifications

Education & Training:

- Registered full-time main campus Western students with a 60% average or higher
- Completion of a satisfactory Police Vulnerable Sector Check, all required HR training modules, and a recognized Standard First Aid and CPR-C Certificate before assuming their duties
- Complete all components of mandatory Residence Life Staff training before assuming their duties, and throughout the academic year. Individuals who are not able to complete component(s) of training may not be eligible to assume their roles.
- Available to work during important dates, including: Move-In, OWeek, Fall & Winter Term Preview Days, support students throughout university closures, and assist in Fall & Winter Term residence closure etc.
- **Must be available and present for the complete duration of the Learning and Development Conference from August 23 – September 2, 2027.**
- **Living-Learning Community Don positions are open to candidates who are selected for Residence Don positions only**
- Residence Don roles may include situations where staff members will be approached by students who have experienced challenges or exhibit high-risk behaviours such as thoughts of suicide, gender-based and sexual violence, domestic violence, mental health concerns, and self-harm. Residence Staff are responsible for listening and providing resources to students; they do not provide counselling. To this end, all Residence Life Staff are trained in these high-risk areas in order to provide an appropriate response and support to students. All Residence Life Staff will be trained and certified in *safeTALK Suicide Prevention* during the Learning and Development Conference in August. Residence Dons must attend and participate in all training in these areas.

Experience:

- 1 year of customer service, volunteer, and/or leadership experience
- Previous experience working or volunteering in Western residences preferred

Skills, Abilities & Expertise:

- Collaboration and Teamwork: actively participates as a member of a team to move the team toward the completion of goals and maintains strong connections with team members and key stakeholders
- Communication and Interpersonal Relationships: Proactively communicates to enhance relationships across the organization; articulates thoughts and ideas while also listening to others' perspectives; develops and maintains positive working relationships
- Conflict Resolution and Mediation: ability to navigate difficult situations, utilizing appropriate styles and methods to reduce tension or conflict
- Critical Thinking and Problem Solving: provides solutions to community needs through innovation, resourcefulness and making appropriate referrals
- Flexibility and Adaptability: able to navigate change and adjust behaviour/processes as needed
- Leadership and Self-Efficacy: able to develop shared vision to lead students and staff to excellence while also being aware of own strengths and limitations

Why Western?

Western offers a broad and exciting variety of part-time and temporary employment opportunities with ample room for job exploration and growth. Within our beautiful campus, you are part of a progressive work environment that promotes work/life balance, including access to our state-of-the-art recreation centre. Apply for an opportunity to be part of the Western community and contribute to its success!

Applying at Western

To ensure that your application is given full consideration, please complete all relevant sections of the application on the [MyHousing Portal](#).

Consideration of applicants will include an assessment of previous performance (for returning staff), experience, and qualifications. Applicants should have oral communication skills in English.

Western Values Diversity

The University invites applications from all qualified individuals. Western is committed to employment equity and diversity in the workplace and welcomes applications from women, members of racialized groups/visible minorities, Indigenous persons, persons with disabilities, persons of any sexual orientation, and persons of any gender identity or gender expression.

Accommodations are available for applicants with disabilities throughout the recruitment process. If you require accommodations for interviews or other meetings, please contact residencelife@uwo.ca.

Appendix A

The below are supplemental responsibilities in addition to the responsibilities of a Residence Don. See the Residence Don job description for the additional Don responsibilities.

Follow Community Development guidelines for Living-Learning Community Dons.

- Coordinate a year-end Beyond Residence Program
- Implement one initiative per semester to promote interdisciplinary learning
- Facilitate one experience per semester for students to engage in a London experience with an external community partner in an effort to encourage students to reach beyond campus
- Create a faculty or campus partner passive display board to provide information about various resources across campus (September)
- Provide monthly formalized opportunities for residents to interact with campus partners outside of the classroom:
- Host a formal faculty or campus partner Meet & Greet reception in September
- Develop overall community goals, and encourage community and personal growth
- Complete an additional assessment of Living-Learning Community programs

Liaise with the REA and faculty mentor to provide ongoing support for students' academic success plans.

- Involve assigned faculty or campus mentor in Living-Learning Community programs
- Support Exam Jam experiences hosted by the REAs in December and April, by coordinating one session throughout the program
- Form regular study groups for common first-year courses within the residence community
- Invite faculty mentor/community champion for shared meals with the floor or other social events

Involve Residence and Faculty Sophs in related programming/leadership opportunities.

- Work with Residence and Faculty Sophs to help engage residents in faculty/leadership opportunities
- Engage Residence and Faculty Sophs in programming and developing residence community
- Take initiative on inviting Faculty Sophs to programs in residence
- Involve Residence and Faculty Sophs in floor community and opportunities

Communicate on a regular basis with the Residence Life Coordinator regarding Living-Learning Community programming or initiatives.

- Meet with the team of Living-Learning Community Dons and the Residence Life Coordinator(s) as required
- Communicate on a regular basis with the Residence Life Coordinator regarding Living-Learning Community programming or initiatives
- Attend an additional training session for Living-Learning Community Dons during the Learning & Development Conference