Position Description
Residence Don

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 programs, foster a sense of belonging, and act as role models to all building residents. Residence Dons support students’ transition to University by developing initiatives that address the needs of the residence community and ensuring that residence policies are upheld. Further, Dons perform the duties of Acting Manager, when scheduled.

Reports to: Residence Manager
Term: August 22, 2021 to May 1, 2022 (dates to be finalized)
Salary: $13,600.00 + 4% Vacation Pay (Pending budgetary approval for 2020-21)
Type: Student Leadership Position

SCOPE OF POSITION:

• The Residence Don position is open to all students (new or returning applicants).
• Residence Dons work approximately 20 hours per week during the academic year.
• All Residence Staff must be registered full-time Western students with a 65% average or higher and will be required to complete a satisfactory Police Vulnerable Sector Check, WHMIS training, and a recognized Standard First Aid and CPR-C Certificate before assuming their duties.
• All Residence Dons are required to pay full residence fees, including meal plan charges, for the building in which they live, outlined on the Residence Rate Chart (rates are subject to change for the 2021-2022 academic year).
• Residence Dons are required to demonstrate Housing’s Learning Priorities, with programs, initiatives, and interactions with students thoughtfully designed to foster learning in the following areas: Self-Awareness, Intellectual Engagement, and Citizenship.
• All Residence Staff are required to complete all components of mandatory Residence 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.
• Residence Staff 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, sexual assaults, 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 Staff are trained in these high-risk areas in order to provide an appropriate response and support to students. All Residence Staff will be trained and certified in safeTALK Suicide Prevention during the Learning and Development Conference in August. Residence Staff must attend and participate in all training in these areas.

COMPETENCIES:
RESPONSIBILITIES:

1. Perform duties of Acting Manager, when scheduled, in the absence of the Residence Manager(s).
2. Lead in the development of a residence community by promoting student involvement, creating the opportunity for capacity building, and supporting student transition into university life.
3. Develop and facilitate initiatives that address the needs of the residence community and implement the Community Development Model set out by Housing.
4. Ensure that residence policies are upheld and respond to policy violations and emergencies as they arise.
5. Maintain open communication and collaboration and manage administrative and other duties as assigned.
6. Act as a role model of respect for self, others, and the community.

1. Perform duties of Acting Manager, when scheduled, in the absence of the Residence Manager(s).

- Work cooperatively with Residence Clerks and Guest Registration staff
- Act quickly and use good judgement when dealing with residence incidents, including emergencies
- Communicate necessary information to the Residence Manager(s) or Residence Manager-On-Call and emergency services in a timely manner
- Schedule rounds, guest registration, and other duty tasks with the Residence Staff on duty
2. Lead in the development of a residence community by promoting student involvement, creating the opportunity for capacity building, and supporting student transition into university life.

- Help residents adjust to roommates, suitemates, and floor mates
- Encourage and support residents with their involvement within residence and on campus
- Understand and use resources available for the support and assistance of residents in need
- Work collaboratively with other student leaders in the community
- Understand the role of the Academic & Leadership Programmer (ALP), and encourage residents to access their services
- Establish, develop, and maintain an open relationship with each member of your community, regularly interacting with each member on your floor
- Facilitate a Floor Community Standards meeting, according to dates listed in the Community Development Model
- Coordinate and facilitate weekly floor meetings during the first six weeks of the academic year, moving to a bi-weekly schedule thereafter
- Serve as a resource and/or provide information about programs and opportunities available on campus
- Inform residents of procedures
- Create a communications area on the floor that is regularly maintained for academic information and updates of events and initiatives on the floor, in residence, or on campus
- Alert the Residence Manager(s) regarding student issues or needs, as well as problem areas in the building
- Lead roommate mediations as necessary
- Assist residents proactively with their personal and group concerns within your limits of training and capability
- Design and implement effective community development initiatives
- Actively participate in mentor/mentee initiatives with other Residence Staff
- Use problem solving skills to approach difficult situations
- Demonstrate positive attitudes and behaviours
- Work cooperatively with residents to maintain the rights of all residents
- Be available on a regular basis to residents on your floor
- Facilitate and participate in Residence-Based Day activities with other student leaders during Orientation Week
- Encourage involvement of the floor in planning programs/events/initiatives and in becoming involved in leadership opportunities

3. Develop and facilitate initiatives that address the needs of the residence community and implement the Community Development Model set out by Housing.

- Survey needs and interests of residents, and respond appropriately to needs assessment results using the Community Development Model
• Plan building-wide programs/initiatives on a large-scale basis (e.g., late-night weekend programs) as well as specific events for the individual floor as needed
• Adjust and adapt programming initiatives to the needs of your floor where appropriate
• Meet monthly Community Development Model requirements, as put in place by Housing & Ancillary Services

4. Ensure that residence policies are upheld and respond to policy violations and emergencies as they arise.

• Know and understand the referral procedure for assistance
• Have a solid/demonstrated understanding of the Residence Contract, In-Room Guide, and Move-In Guide as presented by the Division of Housing and Ancillary Services
• Respond to students who violate community standards and any other Housing and/or university policies or regulations, address the behaviour and the impact on the residence community, and document these incidents in a timely manner
• Report all potential behaviour management situations to the Residence Manager(s)
• Complete incident reports as required in a timely manner
• Carry out on-duty responsibilities, including “duty calls” from the front desk, inquiries from residents, and “rounds” to meet and engage with students
• Notify the Acting Manager of all major incidents immediately, and the Residence Manager(s) or Manager-on-Call where appropriate.
• Assume on-duty shifts according to schedule and conduct all responsibilities while on duty as outlined by the Residence Manager(s)
• Adhere to all written and verbal protocols established by the Residence Manager(s) and the Division of Housing and Ancillary Services
• Maintain building safety and security within reasonable individual limits and respond to emergencies as required
• Be available to assist in case of emergencies or unexpected events regardless of duty schedule
• Understand how and when to call the Student Emergency Response Team, Campus Community Police Services, and other emergency response units
• Ensure all policy violations are addressed in a consistent and fair manner
• Recognize when situations warrant a call for staff backup
• Approach situations in a calm manner and treat students with respect at all times

5. Maintain open communication and collaboration and manage administrative and other duties as assigned.

• Support programs conducted by fellow Residence Staff, including assisting, promoting, and/or attending these programs
• Support and cooperate with Residents’ Council
• Support custodial and maintenance staff, and communicate their role to residents
• Attend all Staff Meetings
• Submit all paperwork (e.g., log sheets, incident reports, community development booklet, programming reports, damage reports, year-end reports/survey, etc.) in a timely manner, ensuring that it is completed thoroughly
• Communicate regularly with the Residence Manager(s) about happenings on your floor
• Communicate positively and directly with residents and staff, and encourage the same from others
• Respond to email and check mailbox daily
• Promote Housing and Ancillary Services surveys consistently and enthusiastically
• Attend mandatory ongoing learning and development sessions
• Assist with conducting building tours or other duties during university/residence open houses (Fall Preview Day and March Break Open House) or other times as assigned
• Demonstrate strong written and verbal communication skills by responding to and completing all administrative tasks in a timely and professional manner
• Initiate, support, and enforce safety and security policies and programs
• Maintain confidentiality about job-related issues
• Maintain objectivity in all situations

6. **Act as a role model of respect for self, others, and the community.**

• Demonstrate academic efforts as a priority of residence life
• Refrain from behaviour that would undermine your position of leadership
• Respect the dignity and diversity of each resident and promote the same from others
• Abide by community standards established by floor members
• Create an inclusive atmosphere and promote a sense of belonging to the floor and campus community for each resident