



UNIVERSITY OF
KING'S
COLLEGE • HALIFAX

JUNIOR DON

Position Description 2017-18

January 2017

General Description

Responsible to the Assistant Dean of Students, the junior don is a resident supervisor of the first floor of Alexandra Hall or Angels' Roost. Alternatively, a junior don may be assigned to work with a Don in a bay or on another floor of Alexandra Hall. The junior don has direct responsibility for the support, supervision and mentorship of approximately 20 students. The don team consists of nine dons and three junior dons who work closely together daily with the Dean and Assistant Dean of Students, and meet as a group on a bi-weekly basis. The position carries with it significant duties and obligations to participate in, and guide, collegial student life. Each don and junior don is expected to make demonstrable contributions to the social and intellectual life of their residents and thereby to the College. The junior dons are also responsible for assisting with initial crisis response on campus, and for enforcing the Residence and College regulations for behaviour, under the direction of the Assistant Dean and the Dean. The dons and junior dons provide support in all areas of College life, and direct students to the appropriate resources for personal or academic counselling. Dons and junior dons are required to abide by the King's Code of Conduct and the Residence Guidelines, available on the King's website.

Requirements

Junior dons will normally be senior undergraduate or graduate students at King's (3rd year of undergraduate study or higher completed). Current graduands are also encouraged to apply. The junior don will be a person of good moral character and intellectual formation who can provide an example of probity and academic competence to students. The ideal candidate will be eager to share their intellectual, social, and/or artistic gifts with our dynamic liberal-arts community. Further, junior dons:

- should be certified in Emergency First Aid and CPR (onsite training will be provided);
- should be well-informed as to the professional resources available to students for personal and academic counselling (available through onsite training);
- are normally individuals with residence or other related experience;
- must be available for the duration of the appointment and for the mandatory training session, which takes place in late August.

- has maintained good academic standing within the university and if a current student of the University of King's College, must be enrolled in studies for the duration of the assignment as a junior don.

Specific Duties

The duties of the junior don are extremely varied because of the nature and mix of students in a given Residence Bay or Floor during any given year, and so the position demands a high degree of flexibility. Key responsibilities include:

- **Support & Mentorship.** Junior dons provide frontline support to residents of their Floor, with a focus on providing a safe and positive environment, meeting residents' individual needs, and encouraging community development within the Floor. Junior dons receive role-specific training in this regard to assist in their goal of enhancing the overall experience of residents within their building. Junior dons may be assigned a mentor within the don team who will assist them in providing support to students.
- **Order & Discipline.** Junior dons are responsible for responding to discipline issues and for maintaining general residence guidelines and standards of living, as set by the King's College Code of Conduct and the Residence Guidelines:
<https://ukings.ca/campus-community/residence-dining/living-in-residence/rules-regulations/>.
- **Programming.** Junior dons implement programs largely for residents on their Floor in response to emergent needs, to address life skills and developmental needs, to facilitate community development, and to encourage social interaction amongst students. Junior dons are also required to develop larger programming initiatives that reach out to the wider campus by focusing on specific areas of student wellness. The junior don shall provide at least two Floor programs per month and at least one community program per term. All dons and junior dons are encouraged to work together on programming.

Junior dons are not permitted to be absent for long periods of time during the term and must discuss and obtain permission for potential absences with the Assistant Dean or Dean of Students in advance. Junior dons should be away for no more than a maximum of three weekends per term, which includes time away during both the Fall and Winter Reading Breaks. Junior dons are expected to fill other duties as directed by the Dean.

If selected, applicants must provide a current criminal record and a vulnerable sector check to the University within thirty days of hire. Failure to do so will forfeit the position.

Remuneration

The remuneration is accommodation in a single residence room from September to April (a taxable benefit, valued at approximately \$3,200), along with access to King's fitness facilities. Junior dons are expected to regularly take meals in Prince Hall. Meals are only available in Prince Hall and no other meal accommodation will be made. Junior dons have the option of choosing either a 14 meal per week or a 10 meal per week meal plan (also a taxable benefit, valued at approximately \$3,200 - \$3,400). Junior dons are

able to upgrade their meal plan and can pay the difference between the 14 meal plan and their chosen meal plan at their own expense (<https://ukings.ca/finances/tuition-living-expenses/residence-meal-plan>)

Duration of Assignment & Key Dates

The Junior Don's appointment will formally commence on August 22, 2017. Junior dons are expected to be fully moved-in to their accommodations no later than August 21, 2017 and to be ready for Residence Staff Training, which starts on August 22, 2017. Junior dons are encouraged to move-in earlier. As part of their contract, junior dons must remain in residence until April 28, 2018, after the official close of residence. The appointment officially concludes on April 30, 2018. Outgoing junior dons must vacate their room by this date.

Extended absences from campus throughout the year must first be approved by the Assistant Dean or Dean of Students. A consistent presence during both exam periods is also expected.

Key Dates:

- August 22 to September 1, 2017: Mandatory residence staff training.
- September 3 to 8, 2017: Orientation week for new students.
- December 19, 2017: Junior dons may leave for the holiday break.
- January 6, 2018: Junior dons must return to campus for the Winter term.
- April 28, 2018: Junior dons may leave residence.
- April 30, 2018. Appointment officially ends and junior dons must vacate their residence room.