



UNIVERSITY OF  
**KING'S**  
COLLEGE • HALIFAX

## **JUNIOR DON**

*Position Description 2019-20*

### **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 (3<sup>rd</sup> year of undergraduate study or higher completed at the time of contract commencing). 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 integrity and academic competence to students. The ideal candidate will be eager to share their intellectual, social, and/or artistic gifts with our dynamic community. Further, Junior Dons:

- are required to 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 (dates outlined below).
- 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 in their assigned community in response to emergent needs, to address life skills and developmental needs, to facilitate community development, and to encourage social interaction amongst students. The Junior Don shall provide at least two Floor programs per month and one community program per term. All Dons and Junior Dons are encouraged to work together on programming and are required to support larger community programs through attendance and participation with their community.
- **Duty Coverage.** Junior Dons will participate in duty coverage as a progressive opportunity for development throughout the academic year as deemed appropriate by the Assistant Dean of Students.

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 \$3,300), 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 15, 2019. Junior Dons are expected to be fully moved-in to their accommodations no later than August 14, 2019 and to be ready for Residence Staff Training, which starts on August 15, 2019. Junior Dons are encouraged to move in earlier. As part of their contract, Junior Dons must remain in residence until April 25, 2020 [date to be confirmed], after the official close of residence. The appointment officially concludes on April 30, 2020. Outgoing Junior Dons must vacate their room by this date. As with all students, Junior Dons are required to pay a \$300 damage deposit prior to receiving their keys and moving into their accommodations in August.

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 (tentative):**

- August 15 to August 28, 2019: Mandatory residence staff training.
- September 1 to 6, 2019 [to be confirmed]: Orientation week for new students.
- December 17, 2019 [to be confirmed]: Junior Dons may leave for the holiday break.
- January 4, 2020 [to be confirmed]: Junior Dons must return to campus for the Winter term.
- April 25, 2020 [to be confirmed]: Junior Dons may leave residence.
- April 30, 2020: Appointment officially ends, and junior dons must vacate their residence room.



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# Application Form

## Junior Don, 2019-20

(Please attach this page to your CV or resume)

University of King's College  
6350 Coburg Road  
Halifax, Nova Scotia  
B3H 2A1

Telephone: 902.422.1271 (ext. 215)  
Fax: 902.423.3357  
Email: [residence@ukings.ca](mailto:residence@ukings.ca)  
Website: [www.ukings.ca](http://www.ukings.ca)

### Applicant Information

Last Name: \_\_\_\_\_ Given Names: \_\_\_\_\_

Contact/Mailing Address: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

### Employment Information

Are you currently studying at King's?  Y  N Program/Year of study? \_\_\_\_\_

Have you previously studied at King's?  Y  N Program of study? \_\_\_\_\_

Have you lived in residence before?  Y  N Where? \_\_\_\_\_

Do you currently work at King's  Y  N Position held: \_\_\_\_\_

Have you previously worked at King's?  Y  N When \_\_\_\_\_

Are you legally entitled to work in Canada?  Y  N

Have you ever been convicted of an offence for which a pardon was NOT granted?  Y  N

If yes, what was the nature of the offence and sentence? \_\_\_\_\_

I have read and understand the provided Junior Don Position Description.  Y  N

I will participate in a mandatory training period, from Aug. 15 to Aug. 28, 2019.  Y  N

I will provide King's with a Criminal Record and a Vulnerable Sector Check if hired.  Y  N

### Employment History: Please list your three most recent employers

From Month/Year	To Month/Year	Employer & Location	Supervisor's Name
		Your Position Title	Supervisor's Telephone

Responsibilities/Duties:

Reason for leaving:

May we contact this employer?  Y  N

<b>From</b> Month/Year	<b>To</b> Month/Year	<b>Employer &amp; Location</b>	<b>Supervisor's Name</b>
		<b>Your Position Title</b>	<b>Supervisor's Telephone</b>
<b>Responsibilities/Duties:</b>			
<b>Reason for leaving:</b>			
<b>May we contact this employer?</b> <input type="checkbox"/> Y <input type="checkbox"/> N			

<b>From</b> Month/Year	<b>To</b> Month/Year	<b>Employer &amp; Location</b>	<b>Supervisor's Name</b>
		<b>Your Position Title</b>	<b>Supervisor's Telephone</b>
<b>Responsibilities/Duties:</b>			
<b>Reason for leaving:</b>			
<b>May we contact this employer?</b> <input type="checkbox"/> Y <input type="checkbox"/> N			

**Additional Information**

Please list any special qualifications or skills that you believe will be an asset to your role as Junior Don (i.e. volunteer experience, peer support roles, supervisory experience).

Why have you applied for this position? Discuss key reasons such as qualifications, experience, special interests, or provide additional comments to support your application (attach additional sheet if necessary).

Areas of Focus have been outlined in the Junior Don Job Description. Please indicate your defined (FYP, Diversity & Inclusion, or Health & Wellness) or undefined area of interest. Please elaborate on your choice.

### Application Check List

Your completed application should be addressed to the attention of the *Residence Office* and mailed, or submitted in person, to the address on the first page of this form. **Completed applications are due March 8, 2019, and should include:**

- This completed **APPLICATION FORM**
- A **COVER LETTER:**
- A complete **RESUME or CV** with the names and contact information of **THREE (3) REFEREES**

Questions may be addressed to Elisabeth Stones at <[residence@ukings.ca](mailto:residence@ukings.ca)>.

**I certify that the information provided in this application is accurate and complete. I am aware that misrepresentation or falsification may result in the rejection of my application or dismissal from employment.**

\_\_\_\_\_  
(Applicant Signature)

\_\_\_\_\_  
(Date)