



## **RESIDENCE DON**

*Position Description 2020-2021*

### **General Description**

Responsible to the Office of the Dean of Students, the Don is a resident supervisor of one of the Bays or a Floor of Alexandra Hall. Each Don has direct responsibility for the support, supervision and mentorship of approximately 30 students. The Don team consists of an Assistant Dean, eight 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 is expected to make demonstrable contributions to the social and intellectual life of their residents and thereby to the College. The Dons are also responsible for initial crisis response on campus, and for enforcing the Residence and College regulations for behaviour, under the direction of the Dean and Assistant Dean. Dons provide support in all areas of College life, and direct students to the appropriate resources for personal or academic counselling. Dons are required to abide by the University's Code of Conduct (Yellow Book) and the Residence Guidelines, available on the King's website.

### **Requirements**

Dons will normally be graduates of an undergraduate program and, if former students of King's, will have at least one academic year between graduation and taking up the position. The 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, dons:

- Must hold a valid certificate for Emergency First Aid & Heart Saver "A" CPR (minimum) to act as a don. Emergency First Aid and CPR training is offered at the beginning of the Fall academic term, but if the don is already certified, a copy of the certificate must be provided by July 1, 2020 and be valid for the duration of the contract;
- Must submit a satisfactory Canadian Police Information Check (CPIC) and Vulnerable Sector Check prior to July 1, 2020; it is the employee's responsibility to maintain a clean CPIC and Vulnerable Sector Check for the duration of employment in this role. You may use a recent CPIC/Vulnerable Sector Check if it is dated within 6 months of your start date (August 25th) - you will be required to sign a letter of attestation confirming that there have been no changes to your status since the CPIC/Vulnerable Sector Check was issued; failure to submit will forfeit the position.
- Must attend the Don training program in August/September (dates provided below);

- 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 a mandatory training session to be provided upon taking up the position.

### Specific Duties

The duties of the 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.** Dons provide frontline support to residents of their Bay/Floor, with a focus on providing a safe and positive environment, meeting residents' individual needs, and encouraging community development within the Bay/Floor. Dons receive role-specific training in this regard to assist in their goal of enhancing the overall experience of residents within their building.
- **Order & Discipline.** 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 (Yellow Book) and the Residence Guidelines (<https://ukings.ca/campus-community/residence-dining/living-in-residence/rules-regulations/>).
- **Duty Coverage.** Dons are expected to participate evenly in a rotational duty schedule that provides evening and overnight coverage on week days and weekends, responding to campus emergencies or disciplinary situations. Dons must carry the duty cell phone at all times while on shift. Duty shifts require the Duty Don to do active rounds throughout campus every night. While on duty, Dons are prohibited from consuming alcohol and must remain on or close to campus. Dons are also required to share in limited duty coverage during holiday weekends (Thanksgiving, Remembrance Day, Easter) and during the Fall and Winter Study Breaks. A consistent presence during both exam periods is also expected.
- **Programming.** Dons implement programs largely for residents on their Floor or in their Bay in response to emergent needs, to address life skills and developmental needs, to facilitate community development and to encourage social interaction amongst students. Dons are also required to develop larger programming initiatives that reach out to the wider campus by focusing on specific areas of student wellness. Each Don is expected to provide at least two Bay or Floor programs per month and at least one community program per term. Dons are encouraged to work together on programming.

### Duration of Assignment & Key Dates

The appointment will formally commence on August 25, 2020. Dons are expected to be fully moved-in to their accommodations no later than August 23, 2020 and to be ready for Residence Staff Training, which starts on August 24, 2020. Dons may move in earlier in August, pending the completion of campus renovations. Dons are required to pay a \$300 damage deposit prior to receiving their keys and moving into their suites. Arrangements can be made with the Student Accounts Officer, Sharlene Salter, prior to arrival ([Sharlene.salter@ukings.ca](mailto:Sharlene.salter@ukings.ca)).

As part of their contract, Dons must remain in residence until noon on April 24, 2021 [date to be confirmed], twenty-four hours after the official close of residence. The appointment officially concludes on May 31, 2021. Outgoing Dons must vacate their suites by this date. Dons may reapply for continued don-ship for a cumulative maximum of three years – individual exceptions may be granted on recommendation of the Dean of Students during extenuating circumstances.

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. Dons should be away for personal reasons for no more than a maximum of three weekends (or equivalent) per term, which includes time away during both the Fall and Winter Reading Breaks. Dons are expected to fill other duties as directed by the Dean.

**Key Dates (tentative):**

- August 25 to September 4, 2020: Mandatory residence staff training.
- September 6 to 11, 2020 [date to be confirmed]: Orientation week for new students.
- December 21, 2020 [date to be confirmed]: Dons may leave for the holiday break.
- January 5, 2021 [date to be confirmed]: Dons must return to campus for the Winter term.
- April 24, 2021 [date to be confirmed]: Dons may leave residence.
- May 31, 2021: Contract ends. Dons not returning are expected to vacate their suites.

**Remuneration**

The remuneration is accommodation in a suite of rooms for the duration of the contract (a taxable benefit, valued at approximately \$5,000 to \$7,000), along with access to King’s fitness facilities. Dons are also expected to regularly take meals in Prince Hall. Meals are only available in Prince Hall and no other meal accommodation will be made. 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 to \$3,500). 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/admissions/finances/tuition-living-expenses/residence-meal-plan/>).