



Position: Summer Residence Don

Department: UTM Student Housing & Residence Life

Reports to: Under the general supervision of the Assistant Director, Residence Life or their designate.

Contract Period:

Start Date: Friday, July 19th, 2024

End Date: Wednesday, August, 28th, 2024

Important Dates:

- Summer RSS Moves: August 9, 2024 – August 11, 2024
- Undergraduate Summer Checkouts: August 18, 2024
- ACE Programming: Dates & Times TBD (July-August)
- Regular Summer Staff Meetings: Dates & Times TBD
- ACE Move Out & Double Checks: August 24, 2024

Nature & Scope:

Operations: The incumbent will be part of an overnight on-duty rotation. Summer Residence Dons will be responsible for supporting students through presence in the residence community, and to advise or refer students when needed. Dons will support the administration of Community standards by addressing unacceptable behaviour, through documentation and follow-up when required. While on duty, Dons will also be responsible to responding to calls for support from summer conference guests.

Community Development: Summer Residence Dons are expected to assume responsibility for their assigned area and the general summer residence housing to work toward the goal of developing community; and to promptly report and follow-up on all issues in their area. Dons are required to run one community meeting per summer term for their assigned area of residence and offer one on ones to students each term. Additionally, in pairs, Dons are required to take on one month and plan a program for the residence community.

ACE/Summer Program: From July to August, student Housing and Residence Life will be housing ACE students, who will need transitional, personal, life and English language skills support. The Summer Dons will each be responsible for a small community. This includes welcome emails, programming (all bulletin boards in the halls, one active program per month), one room check (typically end of July), ongoing one on ones (tracked), Community Gatherings (in pairs), field trips, and additional measures to ensure the students are best supported.



Minimum Qualifications Required:

Understanding of the Student Housing & Residence Life operation. Experience as a Residence Student Staff, or experience in a student leadership role, is preferred.

Compensation:

Compensation will be provided in accordance with Article 18 of the Collective Agreement. A summary of these wages are as follows:

- 18:01 - Wages will be paid in recurring equal monthly instalments over the period of employment of the Residence Don equal to seventy-five per cent (75%) of the fee for a standard single room as established solely and absolutely by the University of Toronto Mississauga, less applicable deductions. This amount will be pro-rated for any period of residence closure (e.g. December or January, etc.) or any partial month of employment.
- 18:02-As no meal plan and/or meals are provided to a Residence Don, the recurring monthly wage instalment set out in Article 18.01 will be increased by \$500.00 less applicable deductions, pro-rated for any period of residence closure (e.g. December or January, etc.) or any partial month of employment.
- 18:04 – Residence Dons shall, as a condition of employment, consent to a deduction from their monthly wage instalments set out in 18:01 for a room. Such deduction shall not exceed the amount of the gross monthly wages provided for in Article 18:01
- For further information on remuneration for this position please refer to Article 18 of the MOA – UTM Residence Dons: https://people.utoronto.ca/wp-content/uploads/2024/04/MOA_USW-UTM-Residence-Dons_20240418.pdf

Additional Notes:

- The incumbent will be required to live in an assigned residence unit for the duration of their contract period. This includes room reassignments during the contract period to support the operation of the ACE & Summer Program.

Vaccine Requirement:

As an employee of the University, you must adhere to the policies determined by the University as it relates to vaccine requirements. To read more about the University of Toronto vaccine policies and exemptions please visit [Guidelines on Vaccination](#).

Interested and qualified candidates will be able to submit applications between July 12th, 2024 and Tuesday July 16th, 2024 Please visit the [Student Housing & Residence Life website](#) for more details!