The role of the Senior Student Life Don at Innis College is diverse and comprehensive. Senior Student Life Dons are expected to engage actively in forming and developing a mature residence community that is supportive of the academic goals of Innis College and the University of Toronto. Further, it is expected that the conduct and lifestyle of the Senior Student Life Don will serve as a role model for residents. The Senior Student Life Don is responsible for advising and assisting residence and commuter students, for maintaining reasonable levels of conduct, safety and security, and for encouraging activities, events and programs for all students at Innis College.

This position description works in conjunction with the Terms & Conditions for Employment of Senior Student Life Dons for 2013-2014.

General Duties and Responsibilities

In general, the Senior Student Life Don is expected to:

- be familiar with and fulfill the expectations set out in this position description;
- be intensively involved in residence life and agrees to fulfill a variety of duties which include, but are not limited to, orienting new students to residence, college and university life;
- supply information on residence life, residence and university facilities, and referral services including: medical, counseling, and financial aid;
- encourage an academic atmosphere, proper levels of quiet, mutual respect and cooperation in residence so that the rights and needs of all students to study, learn and rest are met;
- respond to first aid emergencies, supervise emergency evacuations and manage crisis situations in conjunction with the Assistant Dean, Student Life (ADSL);
- disseminate information about and encourage participation in residence and college activities; initiate and sponsor programs which help students to learn by being involved in all phases of residence life; encouraging residents to socialize and grow through the experience of community living;
- be familiar with, uphold and enforce Residence and University policy and regulation;
- report maintenance and security problems promptly to the Residence Office;
- participate in the development and operation of the government and judicial system of the residence and the college;
- maintain residence records by utilizing the Residence Database including reports of dates and times of residence incidents;
- carry out any other duties that may be assigned by the University from time to time.

Components of the Senior Student Life Don’s Role

In addition to the general duties and responsibilities outlined above, the role of the Senior Student Life Don will encompass four main areas:

A. Programming
B. Mentoring and Supervision
C. Coordinating
D. Counseling
A. Programming

Working under the guidance of the ADSL, the Senior Student Life Dons are responsible for the development and facilitation of the Innis Student Life Programming Plan, encompassing a broad range of programs in various formats. The Senior Student Life Dons are expected to take responsibility for scheduling, coordinating and promoting these programs. Senior Student Life Dons are encouraged to build on their personal experiences and knowledge in developing these programs and should employ university resources and staff wherever possible in developing the programs. The expectation is that Senior Student Life Dons will take responsibility for the development and implementation of active and passive programming with one of the Life Skills or Leadership portfolios, as per the direction of the ADSL and the requirements of the portfolio.

B. Mentoring and Supervision

The Senior Student Life Dons are expected to play an active role in training, overseeing, coordinating, and supporting the Residence Dons. In particular, the Senior Student Life Dons will assist in training, where appropriate, throughout their term of appointment. The Senior Student Life Dons will be responsible for the ongoing mentoring and evaluation of the Residence Dons including assisting in the evaluation of the performance of the Dons at the end of each term.

The Senior Student Life Dons will attend weekly meetings with the Residence Dons to ensure they are kept up to date on suite conflicts, social events and other issues in each house. These weekly meetings chaired by the ADSL may be informal but will play a key role in developing a good working relationship and support system between the Senior Student Life Dons and Residence Dons.

C. Coordinating

The Senior Student Life Dons act as the main liaison between the Innis Student Life Office and their Houses. They will meet regularly with the ADSL and be accessible during regular working hours to facilitate these meetings. Senior Student Life Dons are responsible for assisting in the development and evaluation of building policies in response to issues of discipline, safety and security or other issues raised by residents or staff.

The Senior Student Life Dons will be expected to be familiar with all of the residents in the building. This is best accomplished by taking an active role in the houses from the beginning of the year (e.g. attend House meetings, organize programming events, provide discipline and direction as needed, attend social events, etc.). The Senior Student Life Dons will play a key role in evaluating residents for re-admission and as such it is essential that they observe residents throughout the year and work with the Residence Don to form an accurate impression of the atmosphere in both of their houses.

Senior Student Life Dons, as part of their rotating On-Call duties, will be responsible for maintaining set Office Hours within the Office of Student Life. These hours are meant to provide students, residents and commuters, with access to the mentorship, counseling and resources of the Senior Student Life Dons. These Office Hours will be: established collectively by the Student Life team.

The Senior Student Life Dons will develop a close working relationship with the Registrar and any other College and University staff associated with programs for the Residence. The Senior Student Life Dons are expected to assist with planning, coordinating and facilitating Residence and college-wide activities throughout the academic session in conjunction with the student governments of the Residence (IRC) and through the Innis College Student Society (ICSS).
D. Counseling

An integral aspect of the Senior Student Life Don’s role at Innis is to support the academic endeavors of its residents by supporting and assisting them in emotional, psychological, physical, social, economic and academic difficulty. Although Senior Student Life Dons are not professional counselors, one of their main functions is to act as source of advice and referral to the professional services offered by the University and the wider community.

Senior Student Life Dons who are sensitive to issues of privacy and confidentiality best serve residents. Senior Student Life Dons must have knowledge of the various University resources available including the means of contacting these resources. It is the responsibility of each Senior Student Life Don to continue to seek out information during the year if they are unaware of services offered in a particular area or are uncomfortable dealing with a specific issue or situation.

As with all aspects of the Senior Student Life Don’s role, documenting and following up on each incident of counseling and/or referral is essential. Senior Student Life Dons are expected to keep a log book, provided at the beginning of each year, which should reflect the date and content of any meetings they hold with residents for issues involving counseling, discipline or any other matter the Senior Student Life Don feels is appropriate to document. Pertinent information from these meetings must then be added to the Residence Database. Senior Student Life Dons must transfer any pertinent information contained in the logbook to the Residence Database.

It is the responsibility of each to ensure that appropriate staff within the Residence, specifically the ADSL is informed of ongoing issues with a resident that may pose a risk to that resident (or other residents) safety, security, well-being or academic performance.

**Accountability and Responsibility**

Senior Student Life Dons are directly supervised by the ADSL and work in conjunction with the Residence Dons.

Each Senior Student Life Don has specific responsibility for the administration, security and general responsibility throughout the Innis Residence. It is required that the Senior Student Life Don act in a manner that respects students’ confidentiality and demonstrates sensitivity to the complexity of the issues involved in residence living and residence administration. Prompt reporting of incidents and occurrences in the residence and direct, honest, timely feedback to residents and supervisors is also expected.

In addition to regular and on-going responsibilities, the Residence also uses a two-tiered “Primary On-Call” and “Secondary On-Call” system to ensure a quick response to emergency and other crisis situations during evenings when the Innis Student Life Office is closed. The system works on a 2-day cycle such that each Senior Student Life Don will be “Secondary On-Call” the equivalent of half the time. The exact configuration of the On-Call duty schedule will be established at the start of the term, based upon the academic needs of the Student Life team.

**Availability**

The role of the Senior Student Life Don requires a high level of availability generally and specifically at different times of the year. Availability falls under the areas of:

A. General Availability
B. Training
C. Administrative
A. General Availability

The role of the Senior Student Life Don demands a reasonably high level of availability to the Residents. Experience has shown that the prime time that the Senior Student Life Dons are needed is approximately from 5:30pm until midnight and weekends; however, this should not detract from general availability at other times. As well, Residence Dons should be available for “Office Hours” within the Office of Student Life during the time period they are on call. Effective budgeting of time is an important issue here. Senior Student Life Dons who desire to also hold part-time jobs must discuss the situation with the ADSL before applying for another job. The ADSL, in conjunction with the Dean, will also need to assess with the Senior Student Life Dons what level of extra-curricular activities can be maintained.

It is expected that the Senior Student Life Dons will give first priority to the position of Senior Don. The responsibilities of being a Don must take precedence over all extra-curricular activities.

B. Training

Each Senior Student Life Don is expected to be available for staff training in the last two weeks of August before the beginning of the academic term. In the past training has involved:

- Training, mentoring and leadership sessions in the current academic winter term prior to leaving for the summer, including the study period prior to the start of exams.
- A First Aid & CPR Course
- approximately two weeks of staff training in August at the Innis Residence and the central University of Toronto’s Residence Staff Training (some evenings included)
- two central Student Life staff in-service training (October and January)
- any staff development or training sessions as indicated by the ADSL

The training sessions are comprehensive and thorough. It is expected that Dons give their full attention to training during these two weeks. In particular, Dons should not plan on working and should limit any personal commitments they may have during this time period.

C. Administrative

Dons are normally expected to be present in the residence throughout the term, including during holiday periods. Dons should discuss any proposed absences with the ADSL in order to facilitate proper coverage.

In order to support the administrative operations of the Residence, each Don is expected to be available during the following time periods:

- Labour Day weekend to assist with general residence move-in;
- Orientation Week to assist in the acclimation of students to residence, college and university life as well as to assist in administrative processes associated with the beginning of the academic year;
- Until the closing of residence at the end of the first term exam period to facilitate room inspections;
- During the move-out process in May to assist in facilitating room inspections and to carry out the evaluations for re-applying residents.

Dons are not expected to remain in residence during the Christmas closure period but have the option to do so.