

## **Residence Don of Academics Job Description**

### **ROLE:**

1. To create a community atmosphere in residence.
2. To develop and facilitate residence programs (both within the assigned residence, and residence-wide in collaboration with the Don of Academics team) that foster a living and learning environment.
3. To be available to students through a variety of academic interactions.
4. To assist residents in their growth and transition into university life
5. To ensure that residence principles are upheld, and to enable the appropriate staff to respond to violations and emergencies as they arise.
6. To maintain open communication and manage administrative duties.
7. To act as a role model of academics and of respect for self, others and the community.
8. Other duties as assigned by the Residence Life Coordinators and/or Senior RLS.

### **RESPONSIBILITIES:**

- 1) To create a community atmosphere in residence**
  - a) Meet the students in your building as soon as possible and know them by name.
  - b) Help residents adjust to university living.
  - c) Conduct or assist with mediations as necessary.
  - d) Establish, develop and maintain an open relationship with each member of your community, regularly interacting with members within your residence building.
  - e) Work cooperatively with residents to maintain the rights of all residents.
  - f) Attend several social functions (during the month of September, and ongoing throughout the year) with different H/H/C/Bs in your building; encourage and support residents with their involvement within residence and on campus.
  - g) Be available to residents in your building on a regular basis.
  - h) Attend weekly H/H/C/B meetings (attending the meeting of each area at least once a month).
  - i) Facilitate and participate in Residence activities (RLS & RAC Initiatives).
- 2) To develop and facilitate residence programs (both within the assigned residence, and residence-wide in collaboration with the Don of Academics team) that foster a living and learning environment**
  - a) Launch and support initiatives that create an academic atmosphere in residence
  - b) Conduct a structured building points program within your residence building for students based on collaboration with the Don of Activities on your team.
  - c) Conduct a well-organized and well-promoted study group program in assigned residence.
  - d) Responsible for campus wide academic programming for residence students as determined through planning with the AD team.
  - e) Provide balanced, building-wide programming that addresses the academic needs of residents as outlined in the Residence Education Plan.
  - f) Regularly update academic information on Academic boards and staff bulletin boards.
  - g) Have a firm understanding of Risk Management and have approval forms completed 21 days prior to events.
- 3) To be available to students through a variety of academic interactions**
  - a) Be available to meet individually with residents and refer them to appropriate university services e.g. Student Success Centre, Academic Advisors.
  - b) Conduct a minimum of 2 weekly office hours outside of regular business hours, providing support, referral service and resources to students from a central location within your residence building.
  - c) Provide a range of learning skills strategies and study tips that address the residents' academic needs.
  - d) Liaise as appropriate with Student Success Centre services and other academic units on campus.
  - e) Seek out appropriate academic support information and services for residents.
  - f) Encourage and support residents in their involvement on campus and in residence.
- 4) To assist residents in their growth and transition into university life**
  - a) Serve as a source of information about programs, resources and options available on campus, or seek out appropriate information.
  - b) Encourage resident involvement in planning programs/events and in becoming involved in leadership opportunities.

- c) Understand and use resources available for the support and assistance of residents in need (Student Wellness and Accessibility Centre, Ombudsperson, Human Rights and Equity Office, Student Success Centre, International Services, Aboriginal Student Services, Brock Sports, Campus Security Services, etc.).
- d) Inform residents of procedures (e.g., check in, check out, room changes).
- e) Understand the roles of the Residence Don and Dons of Activities and encourage residents to utilize them as needed.
- f) Create a communications area in the residence that is updated bi-weekly with academic information and updates of happenings on the floor, in residence or on campus.
- g) Assist residents proactively with their academic, personal and group concerns within your limits of training and capability.
- h) Communicate with your Head Resident regarding the special needs or problems individual residents or areas of the building are facing.

**5) To maintain open communication and manage administrative duties**

- a) Attend all bi-weekly staff, bi-weekly separate, weekly committee and weekly “comm” meetings on a regular and punctual basis.
- b) Assume on-duty shifts according to schedule, and conduct all responsibilities while on duty as outlined by the Head Resident or Residence Life Coordinator.
- c) Submit all paperwork (e.g., log sheets, incident reports, check ins, check outs, damage reports, year-end reports, etc.) in accordance with assigned timelines.
- d) Keep up-to-date on information from the Don of Academics training activities and resources and information from Don of Academics meetings.
- e) Complete incident reports as required (within 24 hours)
- f) Communicate regularly with the Head Resident about happenings in your residence.
- g) Operate as a team member by developing a positive working relationship with the other Residence Life Staff Members and share skills and expertise with them.
- h) Maintain confidentiality and professionalism in job-related issues and in working relationships with residents and staff members.
- i) Maintain objectivity in all situations.
- j) Communicate positively and directly with residents and staff, and encourage the same from others.
- k) Be supportive of initiatives/programs conducted by fellow staff members and RAC, including assisting and promoting and/or attending programs.
- l) Support custodial and maintenance staff, and communicate their role to residents.
- m) Initiate, support and enforce safety and security processes and procedure.
- n) Check your staff mailbox daily and respond to email and voice mail daily.
- o) Attend mandatory training sessions. (August training & several training dates throughout the academic year; dates TBA).
- p) Assist with conducting building tours or other duties during university/residence open houses or other times as assigned.
- q) Assist at the Service Desks during the final exam period in April.
- r) Assume full responsibility for keeping assigned keys/swipe cards safe and using them appropriately.
- s) Disseminate information to students regarding fire safety, personal safety, events, etc.

**6) To ensure that residence principles are upheld, and to enable the appropriate staff to respond to violations and emergencies as they arise**

- a) Have a solid understanding of the Residence Life Staff Manual, Peer Helper Manual, Residence Agreement and the Residence Community Standards as presented by the Department of Residences.
- b) Respond to students who violate the Residence Community Standards and any other Department of Residence and/or University processes and procedures, address the behaviour and the impact on the residence community, and document these incidents within 24 hours.
- c) Maintain building safety and security within reasonable individual limits, and respond to emergencies as required.
- d) Ensure all violations are addressed in a consistent and fair manner.
- e) Report all potential discipline situations to the Head Resident.
- f) Carry out on-duty responsibilities, including rounds, service desk calls and inquiries from residents.
- g) Be available in the H/H/C/B as much as possible. All members of the Residence Life Staff may be absent for no more than three consecutive nights without prior approval in accordance with the nights off guidelines. Nights away are encouraged in balance with job expectations and the needs of your staff and community.
- h) Approach tense situations in a calm manner.
- i) Recognize when situations warrant a call for staff backup.
- j) Understand how and when to activate the Head Resident On Call, Campus Security Services (CSS) and other emergency response units (e.g., ambulance, fire department, regional police).

- k) Notify your Head Resident or the Head Resident On Call of incidents immediately as described in RLS training.
  - l) Assist the Head Resident, Campus Security Services, Fire Department, Police and other authorities as directed in emergency situations.
  - m) Know and understand the referral procedure for assistance (i.e., Student Personal Counselling, Student Health Services, CSS).
- 7) To act as a role model of respect for self, others and the community**
- a) Be conscious of setting a good example for the other residents both in and outside the residence facilities, ensuring that you are acting in a mature and responsible manner at all times.
  - b) Know and observe residence and university rules and regulations, enforce the rules of residence and respond in a fair and consistent manner when violations occur.
  - c) Demonstrate academic efforts as a priority of residence life.
  - d) Refrain from behaviours that would undermine your position of leadership and authority.
  - e) Respect the dignity and diversity of each resident and encourage the same from others.
  - f) Abide by community expectations established by residents.
  - g) Create an inclusive atmosphere and promote a sense of belonging to the residence and campus community for each resident.

## **CONDITIONS OF APPOINTMENT**

### **The Don of Academics must:**

- Be legally eligible for employment.
- Have attained a satisfactory academic average (minimum 65% in four full credits) in the Fall/Winter session immediately preceding the term of appointment.
- Be enrolled as a full-time student (at least 3 full credits) while in the position. Staff who wish to take a course overload (more than 5 full credits) must obtain permission from the Residence Life Management Team.
- Possess a valid Standard First Aid/Level "C" CPR certificate while holding the position and maintain certification throughout the term of employment.
- Successfully complete all Brock University training prior to the commencement of the position.
- Live in the room to which they are assigned by the Department of Residences; room, building and/or position may be reassigned at the discretion of the Department of Residences in response to the needs of the community.
- Have adequate availability to meet the requirements of the job.

### **Additional Assets:**

- Successful completion of Bronze Level Foundations in Leadership
- Previous experience living in a residence setting at a post-secondary institution

## **TERM OF APPOINTMENT**

Dons of Academics return to residence two weeks prior to Labour Day weekend for Residence Life Staff Training and remain in residence until the day following the last exam in both the Fall and Winter terms (staff must remain until 6am and must depart by noon). As Residence Life Staff are considered to be essential personnel for the residence system, in the event of emergency requiring residences to be open outside of the normal contract period, Residence Life Staff will be required to remain in residence, ensuring at least minimum staffing numbers. In addition, three or four mandatory teambuilding and training days occur during the academic year as well as the expectation to complete a minimum of 2 additional hours of training per semester. To the greatest extent possible, training dates are specified in Offer of Employment letters; staff are advised, however, that unforeseen circumstances may necessitate changes or additions to the in-service training schedule.

## **REMUNERATION**

The cost of a single room in residence plus basic telephone charges will be paid by the university. The Don of Academics will also receive professional training and on-going access to professional development. In addition, Dons of Academics are paid a stipend of \$1000 for the two-week training period prior to the start of the academic year.

December 7, 2017