

NEW COLLEGE DON APPLICATION INFORMATION FOR THE 2023-2024 SESSION

Residence Dons
Recruitment 2023

We are pleased to introduce the Application for Residence Dons. We expect you to tailor components of your submission (application questions, and resume) to the specifics of New College Residence Don position.

Deleted: resume, and VideoAsk

Application Requirements

- Applicants must meet the minimum requirements to be a residence student at New College in order to apply for this position. This means they must hold full time registration in an undergraduate or graduate program for the 2023-2024 academic term at the University of Toronto, St George Campus, and be in good standing. If an applicant is in the process of applying to graduate programs at the University of Toronto, St George Campus, conditional offers will be made pending successful admission to their program, and acceptance of that academic program offer.
- Successful Residence Don Applicants must commit to making residence their primary home for the 2023-2024 academic year. To live in residence, you must comply with and meet the following:
 - o Only full-time University of Toronto students who are enrolled in a minimum of 3.0 FCEs, with a minimum of 3 courses in each of the Fall and Winter semesters, or comparable course load in a registered faculty, in good academic standing (minimum annual grade point average of 2.0) are eligible to reside in New College Residences unless alternate arrangements have been approved in writing by the Dean;
 - o No outstanding balance on ACORN as of May 2023;
 - o If a current student at New College Residence, adherence to the Residence Code of Conduct during the 2022-2023 Academic Year.

Application Process

- **APPLICATION DEADLINE: Sunday, January 15th, 2023 at 11:59 PM.**
- **The application is posted and available from December 1st, 2022 – January 15th, 2023**
- Applications will be accepted by electronic submission only:
 - o Current U of T Students: <https://forms.office.com/r/KSf9QvvZCh>
 - o External Candidates: <https://forms.office.com/r/wFVkxd7Zfc>
- Applications must be complete with ALL components for consideration. You will receive a copy of your submission. This is the only confirmation you will receive. Due to the large volume of applications, we are unable to personally confirm each individual application.

Application Steps

- Submit a complete electronic application (*including the application form with responses to questions, resume or CV*).
- Applicants invited to complete the first part of the hiring process (group interview) will be *notified by email by 5 PM EST on Friday, January 30th, 2023.*
- Following the initial carousel interview, a number of candidates will be invited to attend a second-round panel interview to be held beginning **February 13th, 2022.**

Information Sessions

Info Session #1

Monday, December 5th, 2022 from 1-2 PM

Location: William Doo Auditorium, 45 Willcocks Street, Toronto, ON, M5S 1C7

Info Session #2

Tuesday, January 10th, 2022 from 9-10 PM

Location: ZOOM

Link: <https://utoronto.zoom.us/j/84863471902>

Meeting ID: 848 6347 1902

Passcode: 944431

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Info Session #3

Thursday, January 12th, 2023 from 5:30 – 6:30 PM

Location: William Doo Auditorium, 45 Willcocks Street, Toronto, ON, M5S 1C7

All Information Sessions will be approximately 60 minutes including time for Q&A.

Missed our information sessions? A PDF copy of our presentation slides will be posted after our first Information Session!

NOTE: Attendance at an Information Session is not required and does not have any bearing on your application.

Questions? E-mail new.reslife@utoronto.ca or call 416-978-8875

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New College Residence Dons

New College is seeking driven individuals to act as Residence Dons for the 2023-2024 academic year. This is a unionized position as part of the United Steelworkers, Local 1998 – College Residence Dons Unit.

We are looking for Residence Dons who will be representative of the diverse student population that lives in residence. Applicants must have a strong understanding of the residence experience. Applicants should demonstrate significant leadership and community involvement experience. Graduate applicants are welcome.

We have a total of 21 Dons working across 3 buildings (Wilson Hall, Wetmore Hall, and 45 Willcocks). Dons live in residence and are responsible for offering support, leadership, and guidance to approximately 40-50 undergraduate students, as well as being an active participant in the residence and New College community.

General Information about New College Residence:

- New College Residence houses Arts and Science students and students from professional faculties (including Engineering, KPE, and Architecture). The first-year to upper-year ratio is approximately 70:30.
- Your wages will be in accordance with Article 18 of the Collective Agreement. A summary of these wages are as follows:
 - A regular monthly wage installment pro-rated for any period of residence closure (e.g., December or January etc.) or any partial month of employment;
 - Consent to a monthly deduction from your regular monthly wages for the cost of your room and meal plan
 - A one-time payment of \$500.00, less applicable deductions, for the month of August;
 - Special payments during the University's winter holiday closure period (when the regular monthly amounts are not payable) in the amount of \$100.00, less applicable deductions, per day of work scheduled by the College during this period, save and except for Christmas Day, Boxing Day, and New Year's Day – during each of which the payment will be \$150.00, less applicable deductions.
 - "For further information on remuneration for this position please refer to Article 18 of the MOA – College Residence Dons: https://people.utoronto.ca/wp-content/uploads/2021/10/MOA_USW_College-Residence-Dons-Unit.pdf
- Each Don is responsible for a 'House' of approximately 40-50 students.
- New College Dons act as liaisons for the Office of Residence and Student Life, under the guidance of the Dean of Students, and supported directly by the Assistant Dean, Residence Life.

Residence Dons will be expected to fulfill a wide variety of roles including, but not limited to:

- **All Dons are required to attend a full-time training program during the month of August**
- **All Dons are required to move into residence in August 2023. Exact date to be confirmed.** Dons act as role models and engaged community leaders and play an active role in building community.
- Dons are required to actively support residence council initiatives and plan their own program of community building and educational events/activities for their House and the residence community.
- Dons are expected to respond to emergencies in their own Houses and to serve as "Don-on-Duty" for all 3 New College Residence buildings for 3-6 nights a month, including weekends and holidays. Shifts run from 8:30 PM to 8:30 AM.
- Dons need to be a consistent and supportive presence in the residence community.

Qualifications:

- Residence Dons must be enrolled in a full-time graduate or undergraduate academic program at the University of Toronto St. George Campus in the 2023-2024 academic year.
- Applicants must be in good standing.
- Applicants with experience living in residence are highly desirable.
- Ideal applicants will exhibit maturity, a commitment to equity and inclusion, and will demonstrate creativity and innovation. They will have a significant amount of leadership and community engagement experience.

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- Successful applicants must be available to attend a substantial two-week pre-service training that will occur in August 2023 – exact date to be confirmed. There are no exceptions. In addition, it is expected that residence dons will be assigned program commitments for residence move-in, residence orientation, New Student Orientation, and during the first two weeks of classes.
- All Dons are required to possess Standard First Aid & CPR-C certification valid until May 1, 2024 prior to the beginning of their employment

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