

ASSISTANT DON POSITION DESCRIPTION

To fulfil the position of Assistant Don (AD) one must have a variety of abilities, aptitudes, and skills. The skills and ability portion of the position are learned whereas the aptitude portion is further developed from the expression of a servant's heart. As Mount Allison University's Strategic Statement says, "Our mission is to work together to make the Mount Allison experience a unique and creative one..." Therefore this position is for the assertive student who has at least one year experience working in residence in the RA role, leading groups of people; possess a strong academic background, an ability to respond to concerns and situations in a responsible and diplomatic manner, strong communication skills, and the ability to work both independently and as part of a team.

Qualifications for Assistant Don Position include

- Possess and maintain a **G.P.A. of at least 2.25**
- A **valid standard workplace first aid certification** effective August 30 – April 30

The prime responsibilities of Assistant Don (AD) are:

- to promote the aims and objectives of the University,
- to ensure that Residence policies are followed and
- In addition to being aware of and capable of performing the duties of a RA, the AD is to serve as a role model in both academic and social standards, mentor, and mediator to students as well as the RA team within the Residence as needed to ensure community living which meets the collective community as well as individual needs.

Specific Duties and Responsibilities include:

1. Assist the Dons in support of teambuilding whereby facilitating a RA team synergy
2. Report, discuss, and seek resolutions candidly and confidentially through formal and informal means, matters of residence operations, problems, issues, challenges, and programs with RA team and Dons.
3. Attend House Exec meetings as Residence Life staff team representative.
4. Available for duty from the start of staff Orientation beginning late August to the day following the last day of examinations in December and from the day prior to the opening of residences in January until 24 hours after the last exam in April.
5. Advise Dons on matters impacting Residence, Residence Council, Residence Judicial matters
6. Assist RA team to understand and foster a community atmosphere of mutual respect.
7. Report damages and maintenance problems to appropriate personnel. In the event of willful damage, take immediate steps to determine individual(s) responsible.
8. Support the work of the Custodial Staff and Facilities Management in the maintenance and/or enforcement of acceptable community living standards.
9. Ensure all paperwork is completed and submitted on time to appropriate source.
10. Act as Don in their absence in limited capacity.
11. Know the students in the residence and maintain close contact throughout the year being sensitive to needs, dealing with problems, and referring students to the appropriate contact.

12. Complete room and common room inventories and procedures (check-in and check-out) for students on the floor.
13. Encourage student participation in academic, social and athletic events to promote fellowship within the residence.
14. Prepare the RA duty schedule
15. Participate in professional development sessions and staff meetings as called during the year
16. Assume special assignments given by the Don and/or Director of Student Life

Assistant Dons receive a stipend, paid in three installments: 40% first term, 40% second term and 20% at the end of the year once all duties have been completed. The performance of residence staff is evaluated on a regular basis throughout the year.