



*Picture yourself as a...*

**NEW DON**

*Applications due January 12, 2012*

**RESIDENCE DON 2012-13 APPLICATION**

Applications must be submitted in full by noon on Thursday, January 12 for consideration.

## APPLICATION INFORMATION

- Access the application and job description online by visiting our website at <https://housing.queensu.ca/residence/>.
- Attend a don information session (optional):
  - Friday, November 18 from 3:30-4:30 PM in Stauffer 121
  - Monday, November 21 from 7:00-8:00 PM in Stauffer 121
  - Friday, November 25 from 12:30-1:30 PM in Stauffer 121
- Pick up an application booklet from one of a number of locations on campus including:
  - Residence Life Office (Victoria Hall C110)
  - Jean Royce Hall, Leggett Hall and Victoria Hall Front Desks
- As most candidates complete the electronic application, only a limited number of paper copies will be distributed in order to reduce our paper waste.
- Application packages are to be submitted to the Residence Life Office (Victoria Hall C110) by **12:00 PM (noon) on Thursday, January 12, 2012**

**IMPORTANT!** If you are not available during the scheduled interview period due to an **exchange or study abroad program** in the winter semester, your application must be submitted to the Residence Life Office no later than **12:00 PM (noon) on Monday, November 28, 2011**. Interviews for these candidates will be held prior to departure (Monday, Dec. 5, 2011 or Tuesday, Dec. 6, 2011). Please contact the Residence Life Office at 613-533-6790 or [reslife@queensu.ca](mailto:reslife@queensu.ca) if you have any questions or concerns.

Your application package should contain the following:

- A completed and signed application form
- Cover letter (1 page maximum)
- Current résumé
- An unofficial transcript from the 2010-2011 academic year
- Two completed reference forms (available on our website)

## SELECTION PROCESS

The selection process consists of three stages:

STAGE #1      Submit completed application to the Residence Life Office and sign up for your interview.

STAGE #2      Candidates will participate in an interview process consisting of a group activity and individual interview. Business casual attire is strongly recommended. Interviews will occur in **two-hour time slots** during the weeks of **Jan. 31-Feb. 3, 2012** and **Feb. 7-10, 2012** with limited weekend and evening slots also available. Interviews will be booked on a first come, first serve basis upon handing in the application to the Residence Life Office.

STAGE #3      Final decisions will be made following the interview process.  
We hope to contact candidates with a decision no later than Tuesday, February 28, 2012.

## QUEEN'S UNIVERSITY RESIDENCES

# RESIDENCE DON JOB SUMMARY AND ELIGIBILITY CRITERIA 2012 – 2013

Please note that this document is *not* a full job description; it is just a brief summary highlighting some important aspects of the position. The full job description can be found at <https://housing.queensu.ca/residence/>.

A Don is a member of the Queen's community appointed by the Residence Life Department to mentor, support and compassionately challenge residents, while also serving as a resource to them. This is an eight-month, live-in, part-time position and the role consists of, but is not limited to:

- advising students on personal and academic matters, and making appropriate referrals to university or community services;
- ensuring that Residence Rules and Regulations are communicated and maintained, which includes conducting front-line intervention and reporting;
- maintaining building safety and security by participating in a rotational, on-call page system;
- providing a first response to emergency or crisis situations;
- facilitating educational programming that meets the needs of students in residence;
- facilitating community development;
- supporting house team members; and
- performing additional duties as directed by the Residence Life Department.

To apply for a Don position, you must be a full-time student, staff or faculty member at Queen's. Students should demonstrate a 65% minimum average and have at least two years of postsecondary experience. If your average is less than 65%, please submit a letter of intent that includes a detailed plan outlining how you will balance the don role with your academic endeavours. Staff and faculty members must work a minimum of thirty (30) hours per week. All applicants must be legally entitled to work in Canada or possess a valid student visa, and must hold a valid certificate for Emergency First Aid & Heart Saver "A" CPR (to be submitted to the Residence Life Office by July 13, 2012).

The appointment includes participation in a mandatory student staff training and development, as well as facilitation of residence orientation and student move-in, and continues for the duration of the entire academic year. The contract consists of two parts. Term one begins on Tuesday, August 21, 2012 and extends to twenty-four (24) hours after the last scheduled exam in December, as determined the Office of the University Registrar. The second term begins on the first Sunday before classes in January and extends to the last Residences move-out date for undergraduate students (twenty-four (24) hours after the last scheduled exam in late April/early May). This includes all long weekends and Reading Week. Residence Dons are permitted eight (8) overnights per term.

Ongoing professional development workshops and regular team meetings are also mandatory.

Remuneration for each Don position will be the current value of a single room, the cost of a meal plan, as defined by Residence Life. Local telephone and ResNet services are also provided.

## **APPLYING FOR A DONSHIP AS A COUPLE OR FAMILY**

Queen's University Residence Life supports and accepts applications from couples in a committed partnership and those with families. Committed partners must have lived together as a couple (sharing of resources by 2 people) for a continuous period of at least 9 months. This applies to all partners, regardless of marital status or gender.

Both individuals need to apply and be accepted into the position of Residence Don. Only one member of the partnership is required to be a full-time student, faculty or staff member to qualify. Each partnership will receive the value of a full meal plan and shall share ResNet, ResTel, and the value of the accommodation with their partner.

Due to the limitations of suitable accommodation available in residence, living space is very limited for this type of arrangement.

Residence Life professional staff are available to speak with you about any challenges you might experience and additional supports that you might require.

**QUEEN'S UNIVERSITY RESIDENCES  
RESIDENCE DON APPLICATION  
2012 - 2013**

Electronic versions of this application are available at <https://housing.queensu.ca/residence/>

**PERSONAL INFORMATION**

Legal Name: (Last) (Legal First) (Middle Initial)

Preferred First Name:

Queen's e-mail address:

Are you legally eligible to work in Canada? No  Yes

Are you seeking a joint appointment with a committed partner? No  Yes

*Committed partners must have lived together as a couple (sharing of resources by 2 people) for a continuous period of at least 9 months. Candidates seeking a joint appointment must each submit a separate application.*

If yes, partner's name:

Are you participating in an exchange program in the winter term? No  Yes

Current Complete Mailing Address (if in residence include building and room)	Street Address:	
	City:	Province:
	Postal Code:	Telephone:
Permanent Complete Mailing Address	Street Address:	
	City:	Province:
	Postal Code:	Telephone:
At which address may we reach you during the summer?		

**POST-SECONDARY EDUCATION**

Name of Institution	Program (Faculty, Major/Discipline)	Year of Study (Effective September 2012)

Expected year of graduation:

If you will not be registered as a full-time student, please indicate full-time staff or faculty position and department in which you are employed at Queen’s University:

**EXTRA-CURRICULAR ACTIVITIES, PAID EMPLOYMENT & OTHER COMMITMENTS**

(Please indicate in order of importance to you)

Extracurricular Activities & Commitments Anticipated For 2012-2013	Hours Per Week

**MISCELLANEOUS INFORMATION**

I understand that I need to hold a valid Emergency First Aid certificate and Heart Saver “A” CPR certificate which must be valid until May 2013, and that I must provide a copy to the Residence Life Office prior to July 13, 2012. Yes

I understand that my contract begins on Tuesday, August 21, 2012. I understand that I must attend and complete all mandatory training, residence orientation and professional development sessions to retain my appointment. Yes

I understand that I must be a student, staff or faculty member at Queen’s University. As a student, I must be enrolled full-time in both the fall and winter semesters, in accordance with guidelines outlined by the Registrar’s Office. As a staff or faculty member, I must work a minimum of thirty (30) hours per week. Requests to be below these minimums must be approved in advance by Residence Life. Yes

I understand that I must meet the Registrar’s Office minimum registration fee deadline. Yes

I understand that I should have achieved at least a 65% average in the 2010-2011 academic year. If my average is less than 65%, I have submitted a letter of intent that includes a detailed plan outlining how I will balance the don role with my academic endeavours. Yes

I understand that the role of the Don requires me to spend a substantial amount of non-class time in residence interacting with students and creating a respectful community. Yes

I understand that my term of employment begins on the first day of student staff training (Tuesday, August 21, 2012) and extends to twenty-four (24) hours after the last scheduled exam in December. It then resumes on the first Sunday before classes in January and extends to the last Residences move-out date for undergraduate students, which occurs twenty-four (24) hours after the last scheduled exam in late April/early May. This includes all long weekends and Reading Week. Yes

*If you require additional information or clarification regarding any of the above terms, please contact the Residence Life Office at 613-533-6790 or [reslife@queensu.ca](mailto:reslife@queensu.ca) prior to submitting your application.*

Have you ever been convicted of a federal criminal offence for which a pardon has not been granted? No  Yes

Have you ever been found responsible of inappropriate academic or non-academic conduct during your University career? (e.g. a violation of the University Code of Conduct or any Residence infraction) No  Yes

If yes, please provide a brief description of the situation, the outcome and the name of a university official whom we may consult about the situation:

How did you hear about this position (ie. friend, info session, Sidewalk Sale)?

Where did you obtain this application (ie. online, info session, Residence Life Office)?

## REFERENCES

You are required to submit two references to the Residence Life Office no later than 12:00 PM (noon) on Thursday, January 12, 2012. Please use the reference forms provided on the website (<https://housing.queensu.ca/residence/>). Please note that friends, family or former roommates are not suitable references. References should be from individuals who are able to assess your attitude and skills, and are able to comment on your potential to be a Don. Preferably, references should be completed by the following individuals:

1. a faculty member or a Queen's staff member
2. a professional reference (i.e. past coach, advisor, or employer).

Please list the names of your references below.

Name of First Reference:

Phone Number:

Name of Second Reference:

Phone Number:

If applicable, please list your former Don/Facilitator/House Representative who lived on your floor with you in residence as we may approach them for further information.

***Note:*** Please refrain from contacting the Residence Life Office on the application deadline for the purposes of confirming the receipt of reference forms. You will be contacted directly the following day if your application is incomplete.

## ACCOMMODATION

To ensure fairness and equity in our selection process, if you require accommodation for a disability or health issue in order to participate in the selection process (e.g. mobility concerns, large print text, sensitivities/allergies, etc.), please contact the Residence Life Office when you submit your application.

If you become a successful candidate and require accommodation for a disability, please approach the Residence Life Office to discuss your requirements. You should also complete the "Special Considerations" section of our Residence Application Form so that we can address your situation to the best of our ability.

The personal information collected on this form is collected under the authority of the Royal Charter of 1841, as amended. The information is used for the following purposes:

- to determine eligibility for such a position in the Queen's University Residences;
- to determine building and room assignment preference;
- to provide contact information;
- to assist in meeting individual special needs and considerations during the selection process;
- to disseminate information
- for quality assurance purposes; and
- to provide information to government agencies (such as the Municipal Property Assessment Corporation) for the purpose of municipal, provincial or federal elections.

Queen's University Residences maintains current and historical applicant data, and takes extensive measures to ensure its security and confidentiality. It is the applicant's responsibility to ensure that the information submitted is complete and correct.

Please note: Information provided in references will be held in confidence and will not be available to applicants.

If you have any questions or concerns about the information collected or how it will be used, contact the Residence Life Office by telephone at (613) 533-6790.

I hereby declare that the information on this application form and that which is attached is true and complete. I understand that the information may be verified, and a false statement may disqualify me from employment or cause my dismissal.

**Signature**

**Date**

Residence Life Office, Victoria Hall C110  
Queen's University, Kingston, ON K7L 3N8  
Phone: (613) 533-6790 Fax: (613) 533-2919  
Email: [reslife@queensu.ca](mailto:reslife@queensu.ca)