



Information About Commuter Donship
2021-2022

BRIEF MISSION OF THE COMMUTER DONS

The Mission of the Commuter Dons is to:

- (a) Engage and develop a community for commuter students at Victoria;
- (b) Provide engaging and relevant programming for commuter students;
- (c) Promote, connect and refer students to opportunities and resources;
- (d) Outreach with other community groups;
- (e) Foster meaningful connections on campus.

DETAILED ROLE OF THE DON

Commuter Dons at Victoria University are expected to engage actively in forming and developing a campus community supportive of the academic and developmental goals of the institution. It is also expected that the Don, in conduct, will serve as an academic and personal role model for students. The Don is responsible for assisting and advising off-campus students, creating campus activities, events, and educational programs. Dons work closely with the Campus Life Coordinator, Residence Life Coordinator, Assistant Dean, and the Dean of Students with the aim of cultivating a healthy campus environment for commuter students. Dons must be full-time students for the duration of their contract.

The Don is intensively involved in campus life in a wide variety of ways, which include:

- (a) Orienting new students to university life and providing opportunities for them to meet other students and to engage with the University of Toronto and Victoria College in a variety of ways during Commuter Orientation and Orientation Week.
- (b) Becoming well acquainted with students and establishing a relationship of mutual respect and trust within their endeavours so that the rights and needs of all students are met.
- (c) Aiding students with personal, academic, financial, social or other problems whenever possible, and providing appropriate referrals to university resources as necessary.
- (d) Supplying students with information on campus life, academic issues, campus facilities and policies, and referral services including medical, counselling, and financial aid.
- (e) Communicating with the Assistant Dean/Campus Life Coordinator/Residence Life Coordinator in a timely manner should emergency situations arise.
- (f) Distributing information and encouraging participation in campus activities; initiating and sponsoring programs which help students to learn by being involved in all areas of campus life; encouraging students to socialize and grow through the experience of student engagement.
- (g) Working closely with the other Dons, VUSAC, VOCA and other campus groups in matters of mutual concern.

- (h) Attending meetings as outlined by the Campus Life Coordinator/Residence Life Coordinator, Assistant Dean, CAUCUS meetings as organized by VUSAC, VOCA meetings and other community meetings and events as instructed by the Campus Life Coordinator.
- (i) Representing the interests of Victoria University and supporting initiatives by the Principals of Emmanuel and Victoria Colleges and the President of Victoria University, and other members of the Senior Administration.

SPECIFIC DUTIES

Within the broad definition of the role of Don, there are some particular responsibilities of which Dons should be aware. They include:

- (a) Distributing pertinent information to students on a weekly basis through a variety of communication methods (list serve, information sessions, commuter-life blog, social media, etc.).
- (b) Being present in the assigned office during their scheduled hours/available for online office hours.
- (c) Submitting Commuter Don log sheets to the Campus Life Coordinator/Assistant Dean.
- (d) Being present in a supervisory role at campus social events as a representative of the University Administration.
- (e) Preparing and organizing educational and social programming for the campus community. Commuter Dons are required to organize one social awareness programme per term; one educational programme per term; and at least two social programmes per term; as well as ongoing programming and documentation as instructed by the Campus Life Coordinator /Assistant Dean. Commuter Dons plan weekly programming events which encompass the above requirements. Also, Dons are required to attend at least one campus-wide program per month.
- (f) Informing students of events at least two weeks in advance through the appropriate social media channels (Facebook, Email, Texting Service etc.)
- (g) Participating in Commuter Orientation and Orientation week, as mutually agreed upon by the Campus Life Coordinator/Assistant Dean.
- (h) Attending all Don training sessions as instructed by the Residence Life Coordinator.
- (i) Meeting weekly with the other Commuter Dons the Campus Life Coordinator/Assistant Dean, to talk about circumstances and campus events.
- (j) Reporting maintenance and security problems promptly to the appropriate offices.
- (k) Preparing and organizing, in partnership with the Campus Life Coordinator and Commuter Commissioner, a one and one-half day (1.5 days) orientation program for all first-year commuter students.
- (l) Holding regular office hours, with extended hours during new student orientation and the first two weeks of the fall semester.

- (m) Completing a transition report at the end of the term.

ACCOUNTABILITY AND RESPONSIBILITY

Dons report directly to the Campus Life Coordinator/Assistant Dean/Residence Life Coordinator and are members of the Office of the Dean of Students. The Dons are specifically responsible for the administration of the Commuter Lounge and the Commuter Don Office.

RESTRICTIONS

There are a number of restrictions on the Don. Please read carefully the following statements and do not hesitate to contact the Campus Life Coordinator, Residence Life Coordinator, Associate Dean, Assistant Dean of Students or Dean of Students to seek clarification or to discuss possible exceptional circumstances.

- (a) A Don is not permitted to hold any residence government or student administrative council position concurrently with the Donship.
- (b) Dons are required to attend the U of T and Victoria University Don training sessions before the commencement of the academic year as well as ongoing training throughout the year, as requested by the Residence Life Coordinator.
- (c) Dons are required to have an utoronto email address and to check it every 24 hours. A response is expected upon receipt of email when required.
- (d) The Dons share their office with each other. It is important that the office be used within the context of the role and not for personal use.

TERMS

All successful applicants must agree to return to Victoria University for the Don training program in August, as well as the Don Training Retreat for two days before the residence re-opens in January. This training program is NOT OPTIONAL, and all sessions must be attended.

Appointment to the Don position is for one academic year. Re-appointment is at the discretion of the Campus Life Coordinator, Assistant Dean, Residence Life Coordinator, Associate Dean, and the Dean of Students and should not be considered routine or automatic.

REMUNERATION

Commuter Dons are provided a salary covering 10 hours/week (average) for two semesters at a rate of \$15 / hour beginning during the September Orientation Week and continuing throughout the 2021-2022 academic year, not including reading week and the exam periods.

Commuter dons are provided with a \$500 budget to use toward programming and events for other commuter students as well as access to other financial support under the guidance of the Campus Life Coordinator/Assistant Dean.

EVALUATION

The performance of the Dons will be evaluated regularly. This evaluation process will include a self-evaluation, questionnaires to students, and assessment of performance by the Assistant Dean/Campus Life Coordinator. When performance is perceived to be below standard, the matter will be discussed

immediately and confidentially between the Don(s) and the Assistant Dean/Campus Life Coordinator and/or the Dean of Students. Only in extreme cases of dereliction of duty, or of conduct unbecoming a University administrative employee in a position of trust, would a Don be dismissed without warning.

SUPPORT

Victoria College, as represented by the Dean of Students, Campus Life Coordinator, and the Assistant Dean, will undertake to provide any reasonable assistance and support requested by a Don in carrying out her/his/their duties. The Campus Life Coordinator and Assistant Dean will be available to provide personal support to the Dons as well.

IMPORTANT APPLICATION DATES:

January 2021 (Date and Time TBD):	U of T Wide Don Information Session, studentlife.utoronto.ca/task/become-a-don-or-resident-assistant/
Monday, January 11, 2021 (1:00pm ET):	Virtual Vic Don Information Session
Wednesday, January 13, 2021 (7:00pm ET):	Virtual Vic Don Information Session (Zoom Links for the Vic Information Sessions can be found here: vic.utoronto.ca/current-students/residence-life/)
Sunday, January 31, 2021 (4:30 pm):	Application Deadline, Office of the Dean of Students
February 15 th -19 th , 2021	Carousel Interviews (If selected)
March 15 th to 31 st 2021 (inclusive):	Interviews (If selected after Carousel day)