



**UNIVERSITY OF TORONTO**  
**FACULTY OF APPLIED SCIENCE & ENGINEERING**

**Summer Employment Opportunity**

**Title:** DEEP Residence Senior Don

**Date of Employment:** March - August 2017

**Hiring Department:** Engineering Outreach Office, Faculty of Applied Science & Engineering

**Rate of Pay:** \$13.50 per hour\*

**Deadline to Apply:** Wednesday, March 1<sup>st</sup>, 2017 by 5:00pm

**Position Description:**

The DEEP Residence Life Team is responsible for the day-to-day management and execution of residence life for the DEEP Summer Academy. This program caters to high school students (aged 14-18) from around the world, who have an aptitude for math and science. The Don team provides a chance for these students to develop their leadership, organizational and interpersonal skills through living in a university residence environment. Team members have the opportunity to discover, explore and work in a unique summer program where each member is given the chance to personally contribute to and shape the program.

**What Does a Senior Don Do?**

Senior Dons are expected live in residence and are responsible for offering students support, leadership and guidance as members of the DEEP Residence Life Team. DEEP Dons create a sense of community while ensuring that residence rules and regulations are respected. They also organize evening and weekend programs that include athletic sessions, cultural events and sightseeing trips and more. DEEP Dons work to ensure that our students have the best experience possible.

Senior Dons will also be expected to work closely with the Residence Life Coordinator and Assistant Residence Life Coordinator in the management of day-to-day activities, acting as a primary point person for on duty staff. The Senior Don will guide and mentor other Dons. They will ensure that Dons understand schedules, activities and any other tasks, and will be expected to take the lead in crisis situations. Senior Dons are expected to assist with the development and implementation of program promotion, marketing and communication activities.

**We are looking for individuals who are:**

- Able to demonstrate leadership ability
- Constructive with feedback/open to feedback
- Organized and forward thinking
- Critical thinkers
- Sensitive to the needs of others
- Able to generate interest and enthusiasm
- Enthusiastic about programming/event planning
- Team players
- Excellent communicators
- Flexible with respect to their time management
- Able to work with people from other cultures / backgrounds
- Knowledgeable in another language, especially Turkish, Spanish or Korean, an asset

*July. This is a taxable benefit and will be administered accordingly on your pay.*



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**Additional Information:**

DEEP Residence Senior Dons are required to live in residence from mid-June to mid-August (exact dates TBD). Room and board will be included as a condition of employment during all programming. Police Record Checks and valid First Aid/CPR certification will also be required of all successful candidates.

**Applicants Submit:**

1. Cover letter
2. Résumé

Ensure all documents are submitted as: YOURNAME\_Coverletter, and YOURNAME\_Resume, respectively.

**Learn More:**

For more information about the Engineering Student Outreach Office, visit [www.outreach.engineering.utoronto.ca](http://www.outreach.engineering.utoronto.ca).

Qualified applicants should submit their cover letter and résumé as a single attachment to the attention of Tyler Schilz, DEEP RLC, Engineering Outreach Office at [tyler@engineeringoutreach.ca](mailto:tyler@engineeringoutreach.ca)

**Applications must include the position you are applying for in the subject line.**

**Applications due:** Wednesday, March 1<sup>st</sup>, 2017 by 5:00pm

**Number of Positions:** 4

**Compensation:** \$13.50

**Hours of Work/Week:** March - June: Part-time/Full-Time, July/August: Full time.