

## Assistant Dean of Students, Residence Life

**Appointment Type:** Full-time, 18-Month Contract, On Site – 5 days per week

**Compensation: Job Band: 10N** \$70,103 - \$100,949 **Hiring Range:** \$70,103 - \$84,124

Competitive benefits package that includes partial group benefits and taxable benefits including a partial meal plan and on-campus residence accommodation.

A competitive benefits package that includes partial group benefits, along with taxable benefits such as a partial meal plan and on-campus residence accommodation.

**Reports to:** Dean of Students & Director of Student Experience

Trinity College is a vibrant and diverse academic community with a rich history and an excellent local and international reputation. Since its founding in 1851, the College has valued and fostered a high level of academic achievement with some 2,000 currently registered students, 450 of whom live at the College. The Trinity College campus grounds comprise spectacular historic buildings. The College is the smallest college on the St. George Campus of the University of Toronto, located in the central Toronto downtown core, steps from the Bloor – St. George subway station and Queen’s Park.

### Position Summary

Under the direction of the Dean of Students, the Assistant Dean of Students – Residence Life (ADRL) oversees the residence life program and fosters a supportive undergraduate community across Trinity's residence buildings. The ADRL directly supervises Community Advisors (CAs), acts as the functional supervisor of Academic Dons, and manages their recruitment, hiring, training, and ongoing support. The ADRL develops and implements programs to promote community development, academic success, and personal growth for residence students.

The ADRL also mediates and provides para-counselling for students, investigates policy breaches, advises and disciplines students, and creates educational initiatives. They chair meetings with CAs and Academic Dons, assist with performance evaluations, and support residence admissions. The ADRL collaborates with the Assistant Dean of Students – Student Life (ADSL) to advise student government.

In partnership with the ADSL, Manager of Residence Operations, and Director – Community Wellness (ADCW), the ADRL provides leadership and makes decisions in the Dean of Students' absence. They participate in a 24-hour on-call rotation, reside at the College, and receive accommodation as a taxable benefit.

### Key Responsibilities:

- **Supervision of Residence Life Program – 60%**
  - Leads the recruitment, hiring, and training of Community Advisors (CAs) and Academic Dons in consultation with the Dean of Students and the Dean of Arts.
  - Plans and implements initial and ongoing training for CAs and Academic Dons, including University-wide and Trinity-specific sessions.
  - Supervises and evaluates CAs and Academic Dons, ensuring performance standards are met and providing mentorship.
  - Develops and administers student feedback and evaluation tools for residence life staff and programs.

- Chairs regular meetings with residence life staff to share information, address concerns, and uphold community standards.
  - Oversees the Summer Don Program, including hiring, training, and supervision.
  - Collaborates on budget planning and staffing projections for residence life.
  - Supports and contributes to Orientation programming in partnership with the Assistant Dean of Students – Student Life.
- **Community Management and Student Conduct – 15%**
    - Ensures residents and student staff understand and uphold Trinity College Community Standards and policies.
    - Oversees fire safety training for residence students.
    - Advises Security on protocols for working with residence students.
    - Maintains regular consultation hours for student support.
    - Investigates policy violations, applies disciplinary actions, and consults with the Dean of Students as needed.
    - Mediates disputes between residents and student staff.
    - Organizes and facilitates educational workshops on academic, social, and life skills.
    - Addresses resident concerns related to facilities, safety, and residence life.
    - Supports student-led initiatives, clubs, and events within the residence.
    - Provides specialized training for student leaders, such as safeTALK.
- **Student Support and Crisis/Emergency Response – 15%**
    - Participates in a 24/7 on-call rotation, acting as a second- or third-level responder for student emergencies, particularly in residence. Serves as a liaison with Campus Police and emergency services.
    - Ensures crisis response procedures are understood and followed by residence staff (e.g., Academic Dons, Community Advisors).
    - Alerts the Dean of Students to crisis situations and provides ongoing updates.
    - Advises students facing personal challenges and refers them to appropriate campus resources (e.g., Community Wellness, Registrar, Health & Wellness).
    - Provides ongoing support and case management for students in difficulty.
- **Other – 10%**
    - Serves on College and U of T committees related to student housing, residence life, and student safety, acting as a link to the Office of the Dean of Students;
    - Maintains an active presence by living at the College, attending programs and events, and eating several meals in the Dining Hall each week (partial meal plan provided as a taxable benefit to fulfill this requirement).
    - Provides leadership and decision-making support with the ADSL, MRO and DCW in the absence of the Dean of Students.
    - Supports the operational needs of the Office of the Dean of Students based on the annual cycle.

#### **Educational and Experience Requirements:**

- Bachelor's Degree in a related discipline or an equivalent combination of education and experience.
- Graduate degree in a related field an asset.
- Minimum of 3 years of professional experience working in a residence life or housing setting.
- Teaching skills and/or experience an asset.
- Experience working with residence applications, processes, and admissions system is strongly preferred.
- Demonstrated experience in planning, organizing, implementing, and evaluating programs designed to support student success in post-secondary educational institutions.
- Strong background in supervising staff and volunteers, including facilitating workshops and managing large-scale events.

- Demonstrated experience advising students in transition, including experience working with diverse communities and an understanding of international student issues.
- Experience with administrating and enforcing the residence discipline system in an undergraduate residence community.
- Knowledge of policy interpretation, administration, and residence discipline systems.
- Experience in budgeting as it relates to student programming, student safety, and first response management (critical intervention management and triage).

**Skills and Attributes:**

- Intermediate technical skills in Microsoft Office (e.g. Word, Excel and PowerPoint), ROSI/ACORN, Star Rez or related systems.
- Excellent oral and written communication, public speaking, and interpersonal skills
- Strong organizational and project/program management skill.
- Demonstrated skills working with diverse students and student groups.
- Ability to lead and motivate student staff and volunteers.
- Demonstrated facility with casework and counselling/advising, preferably in a university setting.
- Ability to exercise common sense, tact, discretion and diplomacy, and a proven ability to deal with matters of extreme sensitivity and confidentiality are essential.
- Demonstrated problem-solving, leadership, supervisory and conflict resolution skills.
- Must be comfortable working in an unpredictable and often stressful environment and must be able to work both independently and as part of a team.
- Ability to manage effectively a set of competing priorities and be prepared to deal with emergencies in the residence and the personal crises of individual residents.
- Strong commitment to improving and enhancing the student experience.
- Demonstrated knowledge of customer service and information communication standards of practice in accordance with the Accessibility for Ontarians with Disabilities Act (AODA).
- Thorough knowledge of the Freedom of Information and Protection of Privacy Act (FIPPA) and management of confidential student information is essential.

**Submit resume and covering letter to: [trinity.recruitment@utoronto.ca](mailto:trinity.recruitment@utoronto.ca) Please reference “Job #2025 - 02 Assistant Dean of Students, Residence Life” in the email subject line. Only applications with both cover letters and resumes in one Microsoft Word or PDF document and submitted through the above email address will be considered. Job posting closing date: Thursday, May 8, 2025**

Trinity College is a federated university in the University of Toronto and offers excellent employment opportunities with exceptional benefits. The College is a culturally diverse community that sustains a tradition of academic excellence and provides a vibrant and welcoming community of students, faculty, alumni, and staff.

Trinity College is committed to Employment Equity and Diversity based on merit, transparency, accessibility, and inclusion ensuring that all candidates are given a fair opportunity. If you need this job posting in an alternative format or if you require accommodation measures, please contact us at [trinity.recruitment@utoronto.ca](mailto:trinity.recruitment@utoronto.ca) and we will work with you to meet your needs at every stage of the recruitment and selection process.

We thank all applicants for their interest in this position. Only those selected for an interview will be contacted.