



SELWYN COLLEGE

Sub-Warden Application Pack 2020

INTRODUCTION

Selwyn College, founded in 1893, was the first residential College to be established at the University of Otago. It has a proud history of traditions many of which continue to this day. Selwyn College offers accommodation to around 200 First Year and Returning residents. We aim to provide an enjoyable and supportive living environment which is conducive to academic success and positive social experiences. Selwyn is a diverse and inclusive community where individual differences are welcomed and participation in College events is encouraged. We aim to be a self-regulating community where residents are encouraged to treat each other with respect and consideration and to care for their community.

THE ROLE

The Sub-Warden role is key in that it assists to develop community and ensure a positive residential experience, which is achieved through strong leadership and role modelling.

The position of Sub-Warden is a challenging and demanding one which best suits those who:

- Enjoy living and providing leadership in community;
- Prioritize their leadership development over popularity;
- Have a genuine interest in student wellbeing;
- Have good judgment;
- Can cope with the commitments of being a Sub-Warden as well as their academic studies;
- Have a flexible, balanced approach to situations;
- Have the capacity to monitor and attend to their own wellbeing.

KEY RESPONSIBILITIES

Key responsibilities are outlined in the attached Position Description.

In addition to rostered duties and pastoral support of residents, each Sub-Warden is allocated a portfolio which is theirs to develop and manage throughout the year in consultation with the Deputy Warden. Portfolios may vary each year, though have included for example, *Community Outreach*, *Sustainability*, *Returns/Exies*, *Formal Occasions*, *Maori & Pasikifa*, etc.

HOURS OF WORK

The role of Sub-Warden is a paid part-time position of 18-20hrs per week for the period of the academic year.

Remuneration and accommodation fees for 2020 will be discussed at the information evening (see below).

The Sub-Warden position is generally not suited to any student who may be required to spend significant periods of time away from Dunedin during the academic semester.

TRAINING AND SUPPORT

Sub-Wardens will receive good training and support throughout the year. A comprehensive *Welfare Team* training programme is scheduled for the two weeks prior to the 2020 residential year commencing. It is compulsory that all Sub-Warden's attend.

APPLICATION PROCESS

Applicants are invited from senior students of the University of Otago.

Applications are to include:

- **Cover Letter** – outlining your motivation for applying and interest in the position. Be sure to also demonstrate your suitability based on the key responsibilities of the Position Description.
- **Resume** – this is to also include the name and contact details of two referees (who know you in a professional capacity), indicating their relationship to you.

Applications are to be emailed to the Warden, Luke McClelland. E: luke.mcclelland@otago.ac.nz.

Key Dates

Thurs 18 July	Information Evening (Selwyn College Senior Common Room, 6.30pm). All interested applicants are encouraged to attend
Fri 26 July	Applications close.
Week of 29 July	Shortlisting. Interviews conducted.
Week of 5 August	Offers made.

FURTHER INFORMATION

Should you wish further information or if you have any questions, please feel free to make contact directly or visit us at the College:

Jess Gould
Senior Tutor
E: seniortutor.selwyn@otago.ac.nz
M: 021 279 0247

Or

Selwyn College Office
P: 03 477 3326

POSITION DESCRIPTION [Draft]

POSITION TITLE: Sub-Warden

RESPONSIBLE TO: The Warden
Deputy Warden

DIRECT REPORTS: Deputy Warden

FUNCTIONAL RELATIONSHIPS:

- College Senior Management
- Welfare Team Members
- College Residents
- College Staff

SELWYN COLLEGE VALUES

Selwyn College is a not-for profit residential college for undergraduate students on the northern border of the University of Otago campus. It strives to promote the wellbeing of all of its members.

Key values centre on:

- *Community* – Selwyn is an inclusive, academic community of students and friends
- *Education* – Selwyn strives to provide an environment that is conducive to academic excellence
- *Wellbeing* - Selwyn fosters the wellbeing of individuals and the community.

POSITION PURPOSE

The position is to provide leadership and pastoral support for College members and to develop/manage a designated portfolio.

KEY RESPONSIBILITIES

Key tasks include, though are not limited to, the following:

Community & Wellbeing

- Facilitate and foster community spirit;
- Encourage and role model healthy, respectful and caring relationships amongst College community and staff;
- Ensure residents are cared for and that residents who require medical or other support services receive appropriate care;
- In conjunction with the Deputy Warden and Warden, contend with problem behaviour or other such initial breaches of College rules and regulations;
- Support residents to understand and learn the importance of self-care;
- Ensure that an orderly and productive study environment is maintained within the College;

Security, Health & Safety

- Assist with scheduled/unscheduled evacuation drills and any other emergencies, including giving first aid;
- Maintain a general awareness of College security and notify Deputy Warden and/or Night Porter of any relevant matters during the evening;
- Acting as the first point of contact for the Night Porter and other staff to report incidents;

- Open/lock gates, patrol of College buildings and manage the security system as required;
- Report any property (eg damage or maintenance) or domestic (eg cleaning) issues;
- Assist to maintain acceptable standards of behaviour across the College community.
- Ensure incidents, accidents and near misses are reported as required by legislation and College procedure.

Housekeeping

- Assist to ensure the College is kept in a clean and tidy state;
- Ensure residents meet expectations with regard cleanliness and tidiness of common areas and their own bedrooms.

Other

- Conduct rostered duties as required, stationed in main office or other area specified by the Warden or Deputy Warden;
- Complete any reports or other documentation as required by the Deputy Warden or Warden;
- Assist with the “meet n greet” of visitors to the College as requested;
- Communicate openly and effectively with fellow Sub-Wardens, working cooperatively to ensure a positive team dynamic;
- Other related tasks as directed by the Warden or Deputy Warden.

TRAINING & SUPPORT

Attend senior residential student professional development as specified by the Deputy Warden or other such activities as requested.

EXPECTED OUTCOMES

Expected outcomes of the position are achieved when:

- Objectives and procedures as set out in the *Welfare Team Handbook* are met;
- Duties are completed in a timely and effective manner, without the need for close supervision;
- Community spirit within the College is being fostered;
- Confidentiality of residents is maintained, with matters of a sensitive nature being reserved for communications with Warden and Senior Management Team unless otherwise instructed.

EXPECTATIONS AS SENIOR MEMBERS OF THE COMMUNITY

As senior members of the Selwyn College community, in addition to paid hours of work, there are certain other community-related obligations that are expected of Welfare team members.

Participation is implicit in the special character of Selwyn College.

Examples include:

- Attending College social, sporting and cultural events such as Cameron Shield & Nevill Cup; College House exchange; Ski trip; and other formal and informal functions and activities.
- Acting as a role model in all aspects of College life. Presiding at High Table during the evening meal, alongside or in the absence of the Warden or Deputy Warden.
- Assisting catering staff with activities in Brother’s Hall (or similar) when asked.
- Contributing to and participating in the College community and its activities in a positive supportive manner.

PERSON SPECIFICATION

Experience/Knowledge

- Experience living in a residential community preferred;
- Leadership and organisational experience;
- Experience as a tertiary student is essential;
- Understanding of issues relating to the safety and well-being of young people.

Skills

- Excellent organisational ability;
- Ability to engage and maintain good human relationships;
- Ability and willingness to exercise appropriate authority;
- Time management and task prioritisation;
- Ability to organise and coordinate groups of people;
- Ability to handle interruptions; and respond to situations requiring urgent response;

Attributes

- Warm, caring and empathetic personality;
- Ability to exercise sound judgment including judgment about interpersonal boundaries;
- Ability to command respect and relate well to Welfare Team members, residents and other staff;
- Firm adherence to ethical and moral standards;
- Self-motivated and resourceful with initiative;
- Flexible and adaptable.