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**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 will offer accommodation to 203 students in 2018. 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 sub-warden’s (subbie) role is a key one in assisting to develop the appropriate environment in the College by providing leadership and support. As a sub-warden, you are expected to be a role model in the College and a supervisory influence. 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.
* Are masters of time management and can handle the busy and complex role of being a subbie, their academic studies and their persona/social lives.
* Have a flexible, balanced approach to situations.
* Have the capacity to monitor and attend to their own wellbeing.

**POSITIONS AVAILABLE 2019**

* Sub-Warden
* Academic Programmes Coordinator

**CONFIDENTIAL**

**Selwyn College Welfare Team Application Cover**

**Applications should be emailed to the Senior Tutor at** [**seniortutor.selwyn@otago.ac.nz**](mailto:warden.selwyn@otago.ac.nz) **or posted to Selwyn College, 560 Castle Street, Dunedin, 9016 by the latest 2nd of August 2019**

Please include in your application your:

* Name
* Email address
* Mailing address
* Position you are applying for

Please circle the position or positions for which you are applying:

1. Sub-warden
2. Academic Programmes Coordinator

Please attach a covering letter detailing your suitability for the position/s for which you’re applying. Your letter should include some of the following but is not limited too:

1. Your motivation for applying for a position on the Welfare Team of Selwyn College and what you think you can bring to the role.
2. All previous relevant experience including College residential experience and leadership experience.
3. Personal strengths – what strengths would you bring to the position in terms of your qualities and abilities.
4. Include a portfolio that you may like to take on and what you would do with that: discipline, community, tours, Maori & Pacific, committee, academic, formal dinners.
5. Attach a copy of your academic transcript to date.
6. N.B. Detail your intended course of study for 2019. These positions are not suited for students who may be required to spend significant periods of time away from Dunedin during term time.
7. Include the names and telephone numbers of two referees who have known you in a professional capacity.
8. Any other information that may enhance your application.

**SUB-WARDEN POSITION DESCRIPTION**

**KEY EXPECTATIONS**

You will be responsible to the Senior Tutor and the Warden for:

* Facilitating and fostering community spirit within the College and supporting the Selwyn College Students Association in the active promotion and support of their activities. Subbies will be expected to be at College social, sporting and cultural events, including Selwyn Orientation Activities, Cameron Shield & Nevill Cup events and the College House exchange.
* Monitoring and assisting the welfare needs of the residents of the College.
* Assisting returning students in creating a friendly and supportive College environment.
* Maintaining acceptable standards of behaviour in your building, the Dining Hall and the College in general.
* Ensuring that an orderly and appropriate study environment is maintained within the College.
* Reporting any damage to the Senior Tutor, maintenance problems to the Property Manager and cleaning problems to the Domestic Services supervisor.
* Reporting all significant welfare or discipline problems to the Senior sub-warden or, in more serious cases, the senior tutor and the Warden.
* Making a contribution to the Welfare Team, communicating openly and effectively with fellow subbies and working cooperatively with fellow team members.
* Subbies are required to be available at the beginning of each term to welcome residents, and give any general assistance that may be required to get the College ready for the residents’ return.
* Subbies are expected to ensure that a minimal Welfare Team presence is maintained during the mid-year break.
* Subbies are required to stay at the College until the last exam in November to assist with the checking out of residents.
* Each subbie will take a turn on call and be available to give assistance to the Night Porter.
* Subbies set the High Table and are present during the evening meal and assist the Catering Manager with Dining Hall activities when asked.
* Subbies are expected to be available to give assistance to the College in emergencies, including First Aid.
* Subbies will act as trained fire wardens and will assist and support other nominated fire wardens.
* Subbies are expected to act as role models in all aspects of their lives both within the College and within the broader University community.
* Subbies are expected to ensure that their Portfolios contribute significantly to the College community. The Portfolios provide an ideal way for subbies to engage with residents other than those on their floors.

**PORTFOLIO**

Each sub-warden is given a portfolio which they specifically organise and manage. The portfolios are: academic, tours, formal dinners, Maori and Pacific, community and discipline. These portfolios all relate to student well-being and are able to be developed differently on a year by year basis in consultation with the Senior Tutor and the Warden. An initial meeting will take place at the start of each year to sit goals and talk through expectations of a given portfolio.

**TRAINING & SUPPORT**

Subbies are required to attend a training programme to be provided by theCollege in the two weeks prior to the arrival of students at the beginning of the year. This date is set to be within **the first week of February 2019.** They will also be expected to participate in other training and team building opportunities throughout the year as deemed appropriate.

**PERSONAL SPECIFICATIONS**

Sub-warden positions are best suited to senior students (4th, 5th or 6th year) who are not committed to spending any significant time away from Dunedin during term time.

**Knowledge and Experience**

* Experience living in a residential community.
* Experience as a tertiary student.
* Experience in leadership/organising roles.
* Prior knowledge and/ or experience in one or more of the following will be viewed favourably: Tikanga Maori; facilitating tutorials; IT support; first aid; sustainability; community organisations/ volunteering.

**Skills and Traits**

* Excellent communication skills.
* Ability to mix with individuals and groups from varied backgrounds.
* Interest in others’ welfare.
* Ability to handle the pressures and stress of academic studies and carry out the busy and challenging role of being a subbie which takes up a considerable amount of time particularly in the first term.
* Self-confidence, appropriate assertiveness, resourcefulness, initiative and flexibility.
* Approachability and a good sense of humour!

**VALUE OF A SUB-WARDEN**

A sub-wardenship will entitle the holder to membership of the Senior Common Room. Remuneration and rostered duties will be shared and discussed at the time of the interview.

**ACADEMIC PROGRAMMES COORDINATOR POSITION**

**NOTE**

This position may be suited to an ***extremely well organised, reliable sub-warden*** who achieves well academically.

**POSITION**

The Academic Programmes Coordinator is contracted to coordinate the College’s tutorial programme. They take responsibility for overseeing the determination of the content and structure of the tutorial programme, the appointment of tutors in each semester, the scheduling of tutorials, the evaluation of tutors and the monitoring of the residents’ academic progress.

The Academic Programmes Coordinator may, in conjunction with the senior tutor also perform academic check-ins with students after each semester.

**VALUE OF THE ACADEMIC PROGRAMMES COORDINATOR**

This position may be awarded in conjunction with a sub-warden position. The Academic Programmes Coordinator will be paid on an hourly basis and these hours will be discussed at the time of interview.