



SELWYN COLLEGE

TE MARU PŪMANAWA

2024 Sub-Warden Application Pack

INTRODUCTION

Selwyn College, founded in 1893, was the first residential College established at the University of Otago. It has a proud history of traditions many of which continue to this day.

Selwyn is a diverse and inclusive community where individual differences are celebrated and participation in College activities and events is encouraged. We aim to be a self-regulating community, with the mutual care, respect and safety of resident members being paramount.

Selwyn College offers accommodation to 210+ 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.

THE ROLE

Sub-Warden's play a key role in developing and nurturing a strong sense of community, ensuring a unique 'Selwyn Experience' for its members. This is achieved through effective leadership and role modelling.

The position of Sub-Warden is a particularly rewarding one and best suits those who:

- Understand the importance of human connectedness;
- Have a genuine interest in student hauora and wellbeing;
- Enjoy community based living and leadership;
- Can prioritise leadership over popularity;
- Have a balanced yet flexible approach to managing situations;
- Have good judgment;
- Can contend with Sub-Warden commitments alongside academic studies;
- Have the capacity to monitor and attend to their own wellbeing.

Traditionally, Sub-Wardens have lived onsite as members of the College community. Whilst this remains the preferred option, an alternative, which may suit applicants seeking greater independent living, is to consider the role as a "live-out" Sub-Warden.

KEY RESPONSIBILITIES

Key responsibilities are outlined in the attached Position Description.

In addition to rostered duties and the pastoral support of residents, Sub-Warden's may be assigned a portfolio to develop and manage in consultation with the Warden, Deputy Warden and other senior staff. Portfolios may vary each year, though have included for example, Community Outreach; Returner/Exie Liaison; Māori/Pasifika Tuakana, Hauora & Wellbeing, Cameron Shield/Nevill Cup Coordination, Sustainability.

HOURS OF WORK

The role of 'live-in' Sub-Warden is a paid part-time position of 20 hours per week (40hrs per fortnight) for the period of the residential year and the two weeks prior (welfare team training). Hours of work comprise a combination of rostered shifts and flexible hours for attending to the pastoral care of residents and portfolio responsibilities.

For applicants interested in the role as a 'live-out' Sub-Warden, remuneration will reflect rostered hours worked **up to** 20 hours per week. Additional hours and/or shifts may be offered as needed, for example, extra staffing for a College event, or to cover Sub-Warden leave. 'Live-out' Sub-Wardens are also required to attend the (paid) two week welfare team training prior to the commencement of the residential year.

Each year, senior staff closely support Sub-Wardens to ensure their academic success is a priority. The College understands the required level of academic commitment by Sub-Wardens, who are often fourth year students (or above), is significant. This, in addition to perceived work responsibilities, may be a determining factor in deciding whether to apply for a Sub-Warden position at Selwyn College.

The College has supported numerous Sub-Wardens on placement over the years. Generally however, Sub-Warden positions are not suited to any student who may be required to spend *significant periods away from Dunedin* during the academic semester.

With respect to remuneration, hourly rate of pay and accommodation fees for 2024, this will be confirmed, once approved by the Board of Governors, toward the end of July.

TRAINING AND SUPPORT

Sub-Wardens will receive training and support throughout the year. A comprehensive *Welfare Team* training programme is scheduled for the two weeks prior to the 2024 residential year (likely commencing Wed 7 February, tbc). It is compulsory that all Sub-Wardens attend the training.

APPLICATION PROCESS

Applications are invited from senior tertiary students and may be submitted any time.

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** – Including the name and contact details of two referees (who know you in a professional capacity), indicating their relationship to you. Referees will NOT be contacted without first arranging this with the applicant.

The recruitment process, including acceptance of applications, interviews and appointments, will occur on a rolling basis through to mid-July.

Please email applications to Jess Gould, Deputy Warden (E: Jessica.gould@otago.ac.nz) **AND** Luke McClelland, Warden (E: luke.mcclelland@otago.ac.nz). Applicants of interest will be contacted by the Deputy Warden to arrange an interview.

FURTHER INFORMATION

Any potential applicants seeking further clarification or wishing to discuss any aspect outlined above are welcome to contact the Warden or Deputy Warden prior to considering/submitting an application.

Luke McClelland
Warden, Tautiaki
E: luke.mcclelland@otago.ac.nz
M: 021 418 809

Jess Gould
Deputy Warden, Tautiaki-Piki
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SELWYN COLLEGE

TE MARU PUMANAWA

POSITION DESCRIPTION

POSITION TITLE: Sub-Warden

RESPONSIBLE TO: The Warden
Deputy Warden
Assistant Warden

FUNCTIONAL RELATIONSHIPS:

- College senior management
- Welfare team members
- College residents
- College staff and contractors
- College Chaplain
- University of Otago staff

SELWYN COLLEGE VALUES

Selwyn College is a not-for profit residential college on the northern border of the University of Otago campus. The Board of Governors state the fundamental object of Selwyn as “*an inclusive academic residential community, founded on the principle of mutual care, valuing and promoting the physical, mental and spiritual wellbeing of all of its members*”.

Key values are:

- *Community* – Selwyn is an inclusive community which demonstrates mutual care;
- *Education* – Selwyn provides an environment conducive to academic excellence and broad education;
- *Wellbeing* - Selwyn develops the whole person, spiritually, mentally and physically.

POSITION PURPOSE

The prime function of the position is to provide leadership and pastoral support for resident members of the College 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 senior college staff, 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 senior college staff and/or Night Staff of any relevant matters during the evening;
- Acting as the first point of contact for the Night Staff 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 senior college staff;
- Complete any reports or other documentation as required by senior college staff;
- 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 senior college staff.

TRAINING & SUPPORT

- Requirement to attend the two week training programme, prior to commencement of residential year, as scheduled by the College;
- Attend senior residential student professional development as specified by senior college staff or other such activities as requested.

EXPECTED OUTCOMES

Expected outcomes of the position are achieved when:

- Objectives and procedures as set out by senior staff are met;
- All resident members experience a respectful, caring and safe college environment;
- Duties are completed in a timely and effective manner, without the need for close supervision;
- Community spirit within the College is fostered and thriving;
- Confidentiality of residents is maintained, with matters of a sensitive nature being reserved for communications with the Warden and senior staff 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:

- Acting as a role model in all aspects of College life;
- Contributing to and participating in the College community and its activities in a positive supportive manner. For example attending College social, sporting and cultural events, and formal services and dinners;
- Involvement with the College House exchange, Ski trip and other such activities.

- Presiding at High Table during the evening meal, alongside or in the absence of senior staff. Assisting catering staff with activities in Brother's Hall (or similar) when asked.

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;
- Willingness and confidence 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 discernment 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.