Albany Park

Assistant Warden Vacancy

Positions available – 1 (available from Monday 8th May 2017)

The Wardennial Team at Albany Park are currently recruiting one Assistant Warden. We are a medium sized self-catered residence at the University of St Andrews looking after the needs of a student population of approximately 350 undergraduates and postgraduates. Our team of three Assistant Wardens is led by the Warden, Dr Alexander Griffiths. The Wardennial Service at Albany Park is part of the wider University Wardennial Service directed through Student Services and led by the Assistant Director (Residential and Projects), Dr Penny Turnbull.

Applicant Information

We are currently looking for an enthusiastic, professional, and thoughtful individual to join our team to assist in the provision of pastoral care, community building initiatives, and maintaining discipline in a challenging yet rewarding role. Applicants must be either a research student or member of staff at the University (at least on a 0.5 contract), and be prepared to commit to taking an active role in hall life, normally during evenings and weekends. By active, we mean not only the conduct of your Wardennial duties (e.g., being on call and office hours), but also participating in, and contributing to the community of Albany Park.

We would like to hear from applicants who are confident, approachable, and have an understanding of student life and the needs, requirements, and demands that accompany it. You will probably be someone who has good communication skills, is able to take the initiative, as well as be supportive and sensitive when required. You will be someone who is able to diplomatically deal with difficult situations and be confident in making practical decisions.

What is expected of me as an AW at Albany Park?

Assistant Wardens are expected to be “on-call” for a 7 day period, once every three weeks, where they will be the first line response to the student population at Albany Park, fielding
student enquiries, manage pastoral situations, and perform other duties are required by the Warden.

Your role as an Assistant Warden at Albany Park will not just be confined to when you are on-call. It is an expectation that you will take part in hall life, get to know students, and be responsible for organising and holding social events for the community. We expect you to take an active role, familiarising yourself with the students who live here, building a sense of community spirit.

What is the remuneration for this role?

All Assistant Wardens will receive a 100% rebate on their accommodation costs. You will share a flat with one other Assistant Warden, where you will also have access to shared lounge, bathroom, and kitchen facilities. Contracts run from September – May, and the option to remain over the summer period from June – August to work as an Assistant Warden is available. In the past we have managed to accommodate Assistant Wardens who have wanted to remain in residence over the summer, but if demand is high in a given year this option may not be available. As such, if you choose not to work over the summer, but remain in residence, you will be required to pay 50% of your accommodation costs for June - August, or alternatively move out of residence for the summer period. The Warden and Assistant Director (Residential and Projects) will provide more details about summer work during the interview process if you are shortlisted.

Application Process & Deadline

Applicants must complete the application according to the guidelines outlined by Student Services on the Assistant Warden web page:

https://www.st-andrews.ac.uk/accommodation/pg/awrole/

You must send your completed application to The ASC (theasc@st-andrews.ac.uk) and not to the Warden directly.

We are however open to informal enquiries and these are to be directed in the first instance to Dr Alex Griffiths, Warden at apwarden@st-andrews.ac.uk.

Dates of the application process:

- The deadline for applicants will be Friday 14th April 2017.
- Shortlisted candidates will be contacted on Sunday 16th April 2017 by 5pm.
- A social for shortlisted candidates will be held on the evening of Monday 17th April 2017 at the Warden’s House at Albany Park.
- Shortlisted candidates will be interviewed on Wednesday 19th April 2017.

Successful applicants will be informally offered the role shortly after interviews, but these offers are subject to obtaining references and having relevant suitability checks carried out as required by Student Services.