The Wardennial Team at David Russell Apartments & Fife Park Apartments (DRAFP) are currently recruiting 1 Assistant Warden for the Academic Year 2016/2017. We are the largest hall at the University of St Andrews looking after the needs of a student population of approximately 1500 undergraduates and postgraduates. Our team of 12 Assistant Wardens is led by the Warden, Mr Ben Stuart, supported by two Deputies, Dr Alex Griffiths and Mr James Ronan. The Wardennial Service at DRAFP is part of the wider University Wardennial Service which is part of the Student Services department 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 least on a 0.5 contract) at the University, 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 DRAFP.

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 sensible decisions.
What is expected of me as an AW at DRAFP?

Assistant Wardens are expected to be “on-call” every 12 days, where they will be the first line response to the student population at DRAFP, hold the office hour fielding student enquiries, manage pastoral situations, and perform other duties are required by the Warden or Deputies. Further to this, you will be expected to act as back-up AW one in 12 days where you will assist the AW on call, but also take an active role in the social and community side of hall.

Your role as an Assistant Warden at DRAFP will not just be confined to when you are on-call or on back-up however. 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. Further to this you will also be responsible for a domain in hall, where you will be the named AW for roughly 120 students. We expect you to take an active role in your domain, familiarising yourself with the students who live there, 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 and 7 meals a week to be taken in the dining hall. You will share as part of a flat of 4 Assistant Wardens, where you will have an en-suite bedroom, and access to shared lounge 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.

Interview and Social Event Details

Interviews will be held on Tuesday 1st of November at David Russell Apartments & Fife Park during the evening. We understand that candidates may not be present in St Andrews to attend in person for interview, and therefore Skype interviews will be acceptable.

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/

The Student Services role description for Assistant Wardens is also available here:

https://www.st-andrews.ac.uk/media/student-experience/documents/wardens/asswardenrecruitment/17%20May%202016%20Asst%20Warden%20Role%20Description%20Revised.pdf
Your application must be e-mail to theasc@st-andrews.ac.uk and not to the Warden or Deputy Wardens directly. You must send your completed application to The ASC.

We are however open to informal enquiries and these are to be directed in the first instance to Mr James Ronan, Deputy Warden at dadeputy@st-andrews.ac.uk.

Dates of the application process:

- The deadline for applicants will be Sunday 30th of October
- Shortlisted candidates will be contacted on Monday 31st of October with interview details
- Shortlisted candidates will be interviewed on Tuesday 1st of November

Successful applications 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.