Assistant Warden Vacancy

Student Services, University of St Andrews

Albany Park

One post available from 2nd March 2018
(it is an expectation the offer holder will start on this date)

We are pleased to invite applicants to the post of Assistant Warden which will be initially based at Albany Park under the direction of the Warden, Dr Alexander Griffiths, for a 6-month period, with a transfer to another hall of residence following the closure of Albany Park for redevelopment at the end of Summer 2018.

This post is available to either postgraduate research students currently enrolled on a PhD, or members of University staff who are engaged in at least a 0.5fte contract of employment. We are seeking an energetic, pragmatic, and thoughtful individual to join our team of Assistant Wardens, who is invested in contributing to an active and vibrant community as well as acting as a role model to members of our student body.

The Wardennial Service at St Andrews forms as part of the University’s Student Services department, and we are managed by the Assistant Director (Residential & Projects), Dr Penny Turnbull. We work closely with the day staff of Student Services to ensure a seamless out of hours support service to students in the university residences at evenings and weekends, and across all vacation periods. Albany Park is unique in being one of a handful of residences that is open 365 days a year, providing support for students in residence all year round.

Hall Background

Albany Park is the University’s third largest hall of residence, built in the 1970’s as an affordable accommodation option for students attending the University. The residence consists of a complex of houses where students live on a self-catered basis with the aim of fostering a sense of independent living. Communal facilities include two common rooms, a computer room, and community garden. Whilst we do not fall under
the category of a traditional hall, Albany Park has one of the strongest hall communities within the University, with an engaged and active student committee.

Albany Park will be undergoing an extensive redevelopment at the end of Summer 2018 and will therefore be closing for this purpose. The focus of the community over the next semester will be supporting students through this transition, and also developing projects to celebrate Albany Park as a community prior to its closure, as well as capturing what is means to be an Albanite for our continuity project.

*Expectations of Assistant Wardens*

The team is led by the Warden supported by a team of three Assistant Wardens, and the Wardennial Team focuses on delivering the three “C’s” in hall – Care, Community, and Conduct:

- **Care** – Provision of pastoral support, guidance, and focusing on students developing a sense of wellbeing and resilience.
- **Community** – working with the student body to make Albany Park a fun and interesting place to live.
- **Conduct** – engendering a community that is safe, friendly, respectful, and accepting of all.

Each member of the Assistant Warden team is on-call one set night of the week, every week (Mon, Tue, Wed). Further to this, every three weeks you will be expected to be on duty for the remainder of the week (Thurs, Fri, Sat, Sun). A typical duty rota for an Assistant Warden will therefore be as follows:

- Week 1 – Monday
- Week 2 – Monday
- Week 3 – Monday, Thursday, Friday, Saturday, and Sunday.

The purpose of having the set duty night of the week is to ensure a regular engagement with the hall community, and as an Assistant Warden at Albany, you will be given responsibility of a set “domain” in hall to oversee. Your set duty night is therefore expected to be used to engage with students in your domain, as well as run events to support the hall community (e.g. film nights, craft workshops, debates, etc.)

Further to this, when you are on-call you will hold the duty phone and be expected to be the first response to student queries and incidents in hall, where you will also have the back-up support of the Warden. On your three-week rotation duty, you will also be responsible for holding the office hour with the Warden on Thursday at 7pm.

It is an expectation that applicants be able to commit to engaging in the post until at least the end of the academic year, inclusive of the summer vacation period. Further to this, PhD students will be expected to obtain the permission of their doctoral supervisor to engage in this post.
Remuneration for the post

In return for their duties, Assistant Wardens will be provided with a 100% rebate on their accommodation costs. You will share a flat with another postgraduate student, and provided with a bedroom with double bed, alongside shared bathroom, kitchen, and lounge facilities.

Application Details

In preparing your application, we advise that you examine the following webpages to familiarise yourself with the role of an Assistant Warden, and the Wardennial Service at Albany Park:

Details of the AW role, including application details:

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

Details of Albany Park:

https://www.st-andrews.ac.uk/accommodation/ug/residences/albanypark/

Applications must consist of the following:

1. A completed application form obtainable from HERE. You will be expected to include two suitable referees on this form.
2. A covering letter addressed to the Warden, Dr Alexander Griffiths, outlining your suitability for the role.
3. A CV detailing your education, work, and voluntary experience to date.

This application must be sent to theasc@st-andrews.ac.uk by the closing date of 1200 on Friday 16 February 2018. Shortlisted candidates will be contacted for interview shortly after the closing date.

Informal enquiries can be directed to the Warden by e-mailing apwarden@st-andrews.ac.uk. Please do not send applications to this address however. They must be sent to theasc@st-andrews.ac.uk.

Dr. A. I. Griffiths
Warden of Albany Park
5 February 2018