Assistant Warden Vacancy

Student Services, University of St Andrews

McIntosh Hall

One post available from 1st March 2019
(it is an expectation the offer holder will start on this date)

Deadline for Applications: Friday 15 February, 1200

We are pleased to invite applicants to the post of Assistant Warden which will be based at McIntosh Hall under the direction of the Warden, Dr Alexander Griffiths.

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.

Hall Background

McIntosh Hall was established in 1921 when Professor William McIntosh offered the University the use of No. 1 Abbotsford Crescent (Chattan House and what is now the main entrance to Hall) as a residence for fifteen male students. We are therefore the second oldest residence at the University and proud of our history and heritage. No. 2 Abbotsford Crescent was soon added to this, resulting in room for twenty-eight students. After St Salvator’s Hall was built as a male residence, these houses became a permanent University residence for female students, at least until males were admitted again in 1982. During the 1930’s, Nos. 3 and 4 were also purchased and the
residence was modernised. It was also at this time that the basement was converted into the dining hall and kitchen that are still in use today, including the installation of the stained-glass windows that illustrate R.L. Stevenson’s “A Child’s Garden of Verses.” The rest of the Crescent was acquired during the 1940’s and 1950’s. Renovations and minor changes have continued since then, but what has not changed is the tremendous hall spirit and welcoming atmosphere found here.

Often affectionately referred to as Chattan, McIntosh is a small but friendly hall, with a good mix of first year and returning students. The majority of first year students live in a shared bedroom, although single rooms are also available to first years. Many rooms offer spectacular views of the Old Course and West Sands. All rooms have internet and telephone connections. There are two study rooms and a computer room, two TV rooms and a large common room. McIntosh is a catered hall and is renowned for the quality of its food. One of the advantages of being a small hall is our strong community spirit. There is always a friendly face in McIntosh, and the Wardens, Residential Services Managers, Kitchen Staff and Porters work hard to ensure that McIntosh feels like home. The student committee in McIntosh is active and accessible, and arranges a variety of social events, including Hall Quizzes, inter-Hall sport, beach games and much more. The Wardens host cheese and wine evenings several times a semester, with guests from the academic staff regularly invited.

*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 participates in the on-call rota, where they will be expected to 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 duty shift you will also be responsible for holding the office-drop in held at 7.30-7.45pm. Assistant Warden duties are from 7pm-8am (Mon-Fri) and 2pm-8am (Sat & Sun). Assistant Wardens are not expected to stay up all night when on duty, but rather respond to calls when and as required.

You will also be expected to take an active role in the life of the hall community, developing and holding events for students to attend and participate in. A meal package is provided to Assistant Wardens as part of their remuneration, and therefore it is also an expectation that you dine with the students in the hall and this is an important aspect of our interactions with the student body.
It is an expectation that applicants be able to commit to engaging in the post until at least the end of the academic year. 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 the other two Assistant Wardens, and provided with a bedroom with double bed, alongside shared bathroom, kitchen, and lounge facilities.

You will also be provided with a meal-package in return for your duties, with the expectation that you dine with the students on a regular basis within hall. You do not need to take all of your meals with the students, but it is an expectation that you dine with them on a regular basis as part of our commitment to visibility and interaction with the hall community.

**Contractual Details**

The post is available from 1st March 2019, and it is an expectation that the successful applicant be available to take up post from that date. You will be initially engaged in duties until early-June, after which the residence converts to a Bed and Breakfast and Assistant Wardens are offered a contract for the summer months with Residential and Business Services as an on-call residential assistant at evenings and weekends where you will be expected to respond to emergencies. Your wardennial role will resume in September 2019 when the new academic year commences, where you will return to your wardennial duties.

**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 McIntosh Hall:

- Details of the AW role, including application details:  
  [https://www.st-andrews.ac.uk/accommodation/pg/awrole/](https://www.st-andrews.ac.uk/accommodation/pg/awrole/)

- Details of McIntosh Hall:  
  [https://www.st-andrews.ac.uk/accommodation/ug/residences/mcintosh/](https://www.st-andrews.ac.uk/accommodation/ug/residences/mcintosh/)

Applications must consist of the following:

1. A completed application form obtained from the AW role page above. 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 15 February 2019.

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

Social Event for Applicants

A social event will be held in hall on Friday 15 February 2019 at 7.30pm for all prospective candidates to meet the Warden, current Assistant Wardens, and a selection of students from hall. All candidates who have submitted an application are requested to meet in the main entrance of McIntosh Hall at 7.25pm.

Interview Details

A process of shortlisting will take place following the closing of applications and the social event. All candidates will be contacted regarding the outcome of the shortlisting by Monday 18 February 2019, 1700, and whether or not they will be required to attend interview.

Dr. A. I. Griffiths
Warden of McIntosh Hall
4 February 2019