

 RHODES UNIVERSITY Grahamstown • 6140 • South Africa	Faculty/Division	Dean of Students	Job Profile No
	EFFECTIVE DATE		

			NAME
JOB TITLE	Sub-Warden	INCUMBENT	
DEPARTMENT/SECTION	Post-graduate residences	SUPERVISOR/MANAGER	House Warden
JOB TYPE	Student Support	DIVISION HEAD	Dean of Students

MAIN JOB OBJECTIVE/S
<p>The main purpose of this job is to assist the House Warden in the running of the residence ensuring that the environment is one conducive to good scholarship and collegiality and provides students with a safe and caring environment.</p> <p>The Sub-Warden will be required to be in attendance for the entire year, including vacations, and will rotate duties with the House Warden. Duty schedules will be drawn up by the House Warden in consultation with the Sub-Warden to ensure fairness and flexibility.</p>

DESCRIPTION OF KEY RESPONSIBILITY AREAS	STANDARD EXPECTED
<p><i>Student care:</i> The Sub-Warden must be proactively involved with students, interested in all aspects of their lives (academic, athletic, aesthetic, social and personal) and promote well-being in these different spheres. Responsibilities associated with student care include assisting and advising students who are experiencing academic or personal problems, referring these students to the appropriate resources within the University and reporting these problems to the House/ Hall Warden provided that permission has been granted by the student. The job incumbent should assist the House Warden in establishing a cohesive culture in the residence.</p>	<p>The Sub-Warden is expected to interact with students in a friendly and caring manner.</p> <p>Special care should be taken with those individuals new to Rhodes University and Grahamstown.</p> <p>Students are encouraged to get involved in the activities of the village but such encouragement respects their individuality and need for privacy.</p>
<p><i>Liaison:</i> Communication and facilitating communication between the Hall/House Wardens and students, e.g. communication of students' concerns and grievances as well as communication of policies, decisions and information for the Hall/House Warden to students. Advising the Hall Warden in the case of an emergency; informing the House Warden in the case of damaged property, accidents, serious illness and death in the residence; and informing the House Warden of students' noteworthy achievements (e.g. academic awards, prizes and bursaries, selection for sports teams).</p>	<p>The Sub-Warden interacts with all students in residence and is able to develop a rapport with most, if not all students. Attends all house and hall functions.</p>
<p><i>Mediation & Discipline:</i> The Sub-Warden must address any conflict within the residence. This includes monitoring behaviour and discipline in the House and dining hall at all times and taking disciplinary action where necessary. The Sub-Warden is required to deal with any transgression of the rules of the residence and University including taking necessary disciplinary action.</p>	<p>Disciplinary action taken is consistent and fair and is done in terms of the Student Disciplinary Code. Ensure that the rules of the University, Hall and residence are implemented consistently and fairly. Any disciplinary action taken should recognise that the life stage of the students and be targeted appropriately. Disciplinary action should be sought as a last resort. Seeks to mediate conflicts in order to restore relationships amongst students and a pleasant environment for all to live in.</p>

<i>Administration:</i> The Sub-Warden assists the House Warden with the administrative procedures involved in opening and running of the residence. The administrative tasks of the residence may include: attending house and hall meetings, maintaining of student records; allocating of rooms to students; ensuring House lists are kept up to date; collecting and distributing of mail; recommending new or changes to residential procedures to ensure the smooth running of the residence; having access to and supervising of the master keys.	Records are kept up to date, are easily accessible to those that need access, are completed timeously in terms of the requests of the House Warden. Incumbent is present at meetings or makes apologies to the relevant person. Meets with the entire residence at least once a term.
<i>Protection of assets of University:</i> Conducting regular inspections of the residence, ensuring to the best of his/her ability that the property of the University is not wilfully or negligently damaged and reporting of any problems to the appropriate support function, e.g. Estates, Housekeeping; monitoring of housekeeping and reporting any problems to the House Warden.	Ensure to the best of one's ability that the property of the University is not damaged either wilfully or negligently, report as soon as is practicable to the House Warden when any damage has been done to the property of the University, and attempt always to obtain the names of those involved.
<i>Health and Safety:</i> Assist the Warden in conducting of regular fire, emergency and safety checks and drills in the residence and reporting any problems as regards health and safety to the House Warden.	Proper procedures are followed with due care.

DIRECT CONTACTS OF THE JOBHOLDER (INTERNAL AND EXTERNAL)

INTERNAL CONTACT:

TYPE OF CONTACT	DAILY/MONTHLY ANNUAL	PURPOSE OF CONTACT
Students	Daily	To assist with matters related to the smooth operation of the residence
House Warden	Daily but at least 3 times a week	Interaction as regards the smooth running of the residence, to alert to any potential problems
Hall Warden	Daily to Weekly	Interaction as regards the smooth running of the residence, referral of issues in the absence of the House Warden
Housekeeper	Daily to Weekly, as required	To raise and follow up on concerns and requests from students

JOB REQUIREMENTS

• COMPETENCIES

- Sound leadership skills (self-awareness and control, ability to build team spirit in the residence, ability to build trust with others, ability to instil confidence in others)
- Excellent interpersonal skills (ability to establish rapport with others, an approachable and friendly attitude)
- Sound conflict management skills with a high level of assertiveness and the ability to make sound, fair and timely decisions
- Genuine interest in students with an ability to deal with diversity
- Excellent communication skills with the ability to communicate with both peers and superiors and with good listening skills
- Level of professionalism;
- Self-management skills, including time- and stress management and the ability to cope with multiple demands.

Required once on the job:

- Knowledge of the University's Rules for Students, the University's discipline procedures and the University's policies affecting the residence system;
- Knowledge of the fire, emergency and safety regulations, procedures and services including the University's campus protection officers and campus guards, the local ambulance service, the local fire service and the local police - in particular how to manage a crisis situation; and
- Knowledge of the University, in particular the support services and facilities on offer to students.

MANAGEMENT/SUPERVISORY DUTIES: None

NUMBER OF SUBORDINATES: None

FUNCTIONAL RESPONSIBILITIES (only if applicable)

COST/FINANCIAL CONTROL: No budget responsibilities.
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<ul style="list-style-type: none"> • LEVEL OF RESPONSIBILITY
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Who must authorize, review or clear decisions taken with regard to the jobholder's functions?

House Warden

What percentage of tasks can be carried out without supervisory input and/ or control?
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85%

What critical decisions are the jobholder normally authorized and empowered to make?
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Decisions can be taken within agreed residence and Hall policies, procedures and practices.

Conditions of Service of Sub-Wardens

Notwithstanding whatever is contained in this document, a Sub-Warden must read and be *au fait* with all the provisions, rules, regulations and duties as outlined in the document entitled *Conditions of Service of Sub-Wardens* (attached).

PROFILE PREPARED BY: HR Division

May 2007