

Kaiāwhina Whare / Sub Warden (SW) Employment

Frequently Asked Questions

Application

How can I find out more about individual colleges?

Each college maintains a website and may have an external Facebook page. You are also welcome to visit individual colleges by making an appointment. There will be two general information evenings where all colleges will be present. These will be hosted at the Mark Parker Room, University College, at 7.30 pm on July 18th and 21st, and all are welcome. You only need to attend one session, and all colleges will be present at this evening for you to talk to.

How do I make an application?

Complete the common online application form and submit it by the deadline. Your application will then be forwarded to each college where you wish to be considered. For Selwyn College, please email them for an application form.

Should I provide a written reference with my application?

The application form requires you to list two referees who can be contacted by phone. Ideally, these referees should be people who have had a supervisory role with you. You should inform your referees that you are applying for a SW position. You may submit a written reference(s) in addition to your two primary referees.

What dates do applications open and close?

Applications for SW positions open in mid-July and close on Sunday, July 28th. Colleges will hold interviews, and offers will go out on Friday, August 16th. If there are still vacancies, colleges may continue to make offers after the initial application and offer dates.

Employment Eligibility

Do I need to be enrolled as an Otago student to be a SW?

Yes, you need to be a full-time student based in Dunedin for the duration of your employment. An individual The College Warden may allow a part-time student to be a SW on a case-by-case basis.

Can an international student be a SW?

To be an SW, you must be a New Zealand citizen, permanent resident, or hold a valid work visa.

Can second-year Otago students be a SW?

Yes. There is no specific age or student status for a SW. However, college leaders will be looking for mature, skilled applicants with some life experience.

I have never lived in a residential college. Can I still apply?

Yes. College leaders are looking for SWs with broad experience in life skills, personal interests, leadership, teamwork, event management, etc. While living in a college or UniFlats provides a good experience, it is not a requirement. Many exceptional SWs did not live in a college in their first year.

Employment Terms and Conditions

How many hours will I be expected to work?

Generally, each SW will be offered 38 hours of work per fortnight during term time. At certain times during the year, such as the training period before student arrival, these hours will increase. The hours for UniFlats are currently under review.

When does the position start and end?

SW positions start with pre-arrival training in late January or early February. The starting date may vary for each college. Positions end on the last day of student residence in mid-November.

Can I work a second job as well as being a SW?

As a SW, you have a primary commitment to your studies and then to your SW role. The SW position is demanding, and any further employment should not detriment your academic work or your SW position. You should have an open discussion with any college about your situation.

Do I get holidays?

You will be paid an additional 8% holiday pay on top of your hourly rate. If you go on leave from the College, this will be leave without pay. You are not guaranteed work during the mid-semester and mid-year break periods, although each individual college may negotiate such work arrangements with their SW teams.

Do I receive sick leave entitlement?

There is no sick leave entitlement until you have worked continuously for six months. If you are ill and cannot work an individual college may be able to rearrange schedules.

Do I have to stay at the College every night?

No. However, the essence of the SW role is visibility and interaction with others. Unless you are specifically rostered for a duty slot, you do not have to be at the college. All UniFlats SW are live-out roles, and some Colleges offer live-out roles. As well as being a SW, you are also a senior resident of the college. It is important that all SWs maintain a highly visible presence in the community.

Will being a SW affect my StudyLink or student allowance?

Possibly. As a SW, you will be earning money and paying tax on your earnings, which may affect your access to a student allowance. StudyLink considers your overall income. You should contact StudyLink directly to discuss your personal situation.

Training

How much training will I receive?

Most colleges offer up to three weeks of training prior to residents' arrival. Attending training is an invaluable part of SW employment as it equips you with the skills for your role. Additional training and development are provided throughout the year both within each college and between colleges, including UniFlats.

What type of training is offered?

SWs are trained in basic college procedures and administration, dispute management, pastoral care skills, event management and dealing with residents who are in distress. Training also has a very strong element of team bonding and collegiality.

General

What is the advantage of being a SW?

The SW job has the potential to be the best “internship” you can do while still a student. You will gain experience in teamwork, event management, pastoral care, and time management. You will also be able to positively influence and support first-year and international students as they integrate into Otago.

What if my question is not answered here?

If the question is college-specific, contact that college directly. If your question concerns the application process or other employment matters, please direct them to collegeops@otago.ac.nz

College	Contact	Email address
Arana	Jonny Nu’u	johnny.nuu@otago.ac.nz
Aquinas	Luke Lovegrove	luke.lovegrove@otago.ac.nz
192 Castle	Dasha Fernandez	dasha.josephfernandez@otago.ac.nz
Caroline Freeman	Chris Addington / Elizabeth Audas	chris.addington@otago.ac.nz / elizabeth.audas@otago.ac.nz
Carrington	Hails Te Whaiti	hails.tewhaiti@otago.ac.nz
Cumberland	Dasha Fernandez	dasha.josephfernandez@otago.ac.nz
Hayward	Mike Mata’afa	mike.mataafa@otago.ac.nz
Knox	Dan Crossley	pastoralandwellbeing@knoxcollege.ac.nz
Selwyn	Brad Watson	deputywarden@selwyn.ac.nz
Studholme	Liza Bergantino Mitu	liza.bergantinomitu@otago.ac.nz
Te Rangihīroa	Kara Whaley	kara.whaley@otago.ac.nz
Toroa	Stewart Noguier Blue	stewart.noguierblue@otago.ac.nz
UniCol	Chris Jacobs	chris.jacobs@otago.ac.nz
UniFlats	Jenna Lockhart	jenna.lockhart@otago.ac.nz
Salmond	Rachel Carson	pastoralandwellbeing@salmondcollege.ac.nz