



***Welcome Prospective  
Kaiāwhina whare Sub-Wardens  
For 2022***

# What's a Sub-Warden??

## AKA

House Tutor, Sub-Master, Residential Assistant,  
Residential Leader, Senior Leader, College Leader



## Which Colleges need Sub-Wardens?

Aquinas \* Arana \* Carrington\*  
Caroline Freeman \* Cumberland \*  
Hayward \* Studholme \* Te Rangi Hiroa \*  
Toroa \* UniCol

UniFlats \* Locals

Selwyn \* St Margaret's \* Knox \* Salmond

## What do Sub-Wardens do?

- Big brother/sister, aunty/uncle (**flexible**)
- Rostered duty, rounds and supervision (**fixed**)
- Entry-level pastoral care (**flexible**)
- On-call and basic operational management (**fixed**)
- Entry-level mentoring (**fixed/flexible**)
- Event / portfolio management (**fixed/flexible**)
- Role modelling (**flexible**)
- On-going training (**fixed**)





Go Team!

## What are Colleges looking for? Desirable attributes include . . .



- Team diversity
- Empathy with first-year students
- College experience good but not essential
- Personal academic endeavour
- Prior work experience
- Community commitment
- Leadership and organisation experience
- An understanding of tertiary life and study
- Enthusiasm and passion for collegiate life

**We need  
someone with  
a good back,  
strong stomach,  
level head  
and  
a big heart.**

**The toughest job  
you'll ever love.**

## What's in it for me?

- Convenient part-time work
- The “Feel Good” factor
- Great CV building
- Positive and supportive employment
- Excellent chance to build leadership skills
- Furnishings, hot water, food, power, Internet
- Making a difference for others.



***Being a Sub-Warden is one of the best “internships”  
you can do as a student!***



## Live-In? or Live-Out?

***Some colleges have a combination of “live-in” and “live-out” Sub-Wardens. It is important to discuss this at interview time and think about the dynamics involved.***



## Remuneration and Employment Details

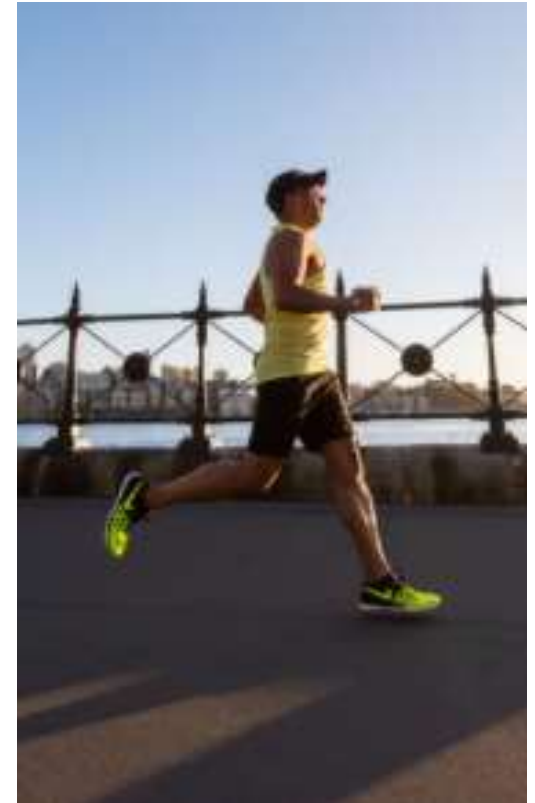
- In 2021 Sub-Wardens are paid \$20.55 per hour
- There is an additional 8% holiday pay
- SWs are employed for 19 hours/week
- You are paid for the actual time you work
- You will be paid while you are training
- You will complete a time-sheet each fortnight
- 40-week employment contract
- You will be taxed (PAYE)
- Your pay may affect your StudyLink
- Live-in SWs sign an accommodation contract
- You must pay the weekly accommodation fee for the duration of the accommodation contract.
- Live-in SWs receive a weekly discount on accommodation
- If required you will be paid for additional training or duties
- You are expected to take 3 – 4 weeks of LWOP.
- Second Job?? Summer School?? Field-work??



# How will I be trained?

- Pre-arrival training will commence in late January
- You must be available to attend pre-arrival training
- Training will involve such topics as
  - First aid
  - Basic pastoral care and support
  - Being a first responder
  - Dealing with first-year challenges
  - Dealing with emotional and mental challenges
  - Event and group management
  - Team bonding
  - College administration

During the year you will receive on-going training opportunities.



## Application Process

- Initial applications close on Wednesday 21 July
- Late applications will be considered if vacancies arise
- Complete the application form
- Select the colleges to receive your application
- Submit your application form, covering letter and CV
- Individual colleges will short-list, hold interviews, etc
- Offers go out starting Wednesday 28 July
- Applying to more than one college?? No problem.



# Submit your application

Via scanned e-mail to

**[subwarden-applications@otago.ac.nz](mailto:subwarden-applications@otago.ac.nz)**

- ✓ **Application Form**
- ✓ **Generic Covering Letter**
- ✓ **Curriculum Vitae**

**Submit your application  
by Wednesday 21 July.  
Late applications will be  
considered as needed.**



# Application Tips

- ✓ Write a good covering letter – check it
- ✓ Review your on-line presence
- ✓ Prepare for “known” questions
- ✓ Do a practice interview with someone
- ✓ Research the college in advance
- ✓ Follow-up any interview with a thank-you



<https://www.otago.ac.nz/accommodation/residential-colleges/sub-wardens>



