



# 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 Terrace Lounge (upstairs from Union Common Room) at 7pm on July 11th and 13th 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 application form and return this by the deadline. Your application will then be forwarded to each college where you wish to be considered.

#### ***Should I provide a written reference with my application?***

The application form requires you to list two referees able to be contacted by phone. Ideally these referees should be people who have had a supervisory role with you. You should tell your referees in advance 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 on the 5<sup>th</sup> of July. Applications close at 12 noon on Wednesday July 21<sup>st</sup>. Colleges will then hold interviews and offers will go out from Wednesday July 28<sup>th</sup>. Colleges may continue to make offers after the initial application and offer dates if there are still vacancies.

### 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 College Warden may, on a case-by-case basis, allow a part-time student to be a SW.

#### ***Can an international student be a SW?***

You must be a New Zealand citizen, permanent resident or hold a valid work visa in order to be a SW.

#### ***Can second-year Otago students be a SW?***

Yes. There is no specific age or student status to be a SW. However, college leaders will be looking for applicants who have maturity, skills and 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 provides 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?***

In general, 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 prior to student arrival these hours will increase.

### ***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 own studies and then to your SW role. The SW position is demanding, any further employment should not be to the detriment of your own 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 between semester 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 on for a duty slot you do not have to be at the College. 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. This may affect your access to a student allowance. Your overall income is considered by StudyLink. You should contact StudyLink directly to discuss your personal situation.

## Training

### ***How much training will I receive?***

Most colleges will have a fortnight of training prior to the arrival of residents. Attending training is an invaluable part of SW employment as it equips you with the skills for your role. Additional training and development is provided throughout the course of the year both within each college and between colleges.

### ***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, time management. You will also have the chance to positively influence and support first-year students as they integrate into Otago. After completing a year’s work as a SW you also get the chance to complete a micro-credentials process which credits you as being proficient in the areas mentioned above.

### ***What if my question is not answered here?***

If the question is college specific, contact that college directly. If your question is about the application process or other employment matters, please direct them to [subwarden-applications@otago.ac.nz](mailto:subwarden-applications@otago.ac.nz).

<b>College</b>	<b>Contact</b>	<b>Email address</b>
<b>Arana</b>	Kirsten Eichstaedt	<a href="mailto:kirsten.eichstaedt@otago.ac.nz">kirsten.eichstaedt@otago.ac.nz</a>
<b>Aquinas</b>	Amber Russell	<a href="mailto:amber.russell@otago.ac.nz">amber.russell@otago.ac.nz</a>
<b>Caroline Freeman</b>	Amber Robertson	<a href="mailto:amber.robertson@otago.ac.nz">amber.robertson@otago.ac.nz</a>
<b>Carrington</b>	Tracy de Woeps	<a href="mailto:tracy.dewoeps@otago.ac.nz">tracy.dewoeps@otago.ac.nz</a>
<b>Cumberland</b>	Jenna Lockhart	<a href="mailto:jenna.lockhart@otago.ac.nz">jenna.lockhart@otago.ac.nz</a>
<b>Hayward</b>	Luke Lovegrove	<a href="mailto:hayward.college@otago.ac.nz">hayward.college@otago.ac.nz</a>
<b>Selwyn</b>	Luke McClelland	<a href="mailto:luke.mcclelland@otago.ac.nz">luke.mcclelland@otago.ac.nz</a>
<b>Studholme</b>	Rachael Carson	<a href="mailto:rachael.carson@otago.ac.nz">rachael.carson@otago.ac.nz</a>
<b>Te Rangi Hiroa</b>	Rosemary Tarbotton	<a href="mailto:rosemary.tarbotton@otago.ac.nz">rosemary.tarbotton@otago.ac.nz</a>
<b>Toroa</b>	Stewart Noguier Blue	<a href="mailto:stewart.noguierblue@otago.ac.nz">stewart.noguierblue@otago.ac.nz</a>
<b>UniCol</b>	Chris Jacobs	<a href="mailto:chris.jacobs@otago.ac.nz">chris.jacobs@otago.ac.nz</a>