



Information Sheet for Sub-Warden Positions 2019

ARANA COLLEGE

Who is employing you?

Working for Arana College means you will be working with Jamie Gilbertson, Patrick Chong, Kirsten Eichstaedt, Sara Colombo and with a team of people like yourself. You will be employed by the University of Otago, thus will have to abide by the University employee policies.

Training & Start Dates?

2019 seems to be a fair way away but you need to start thinking of the dates that you will be needed here. Normally we would require you to return approximately 2 and a half weeks before the start of the resident arrival. The actual date will be given if you have been short listed.

What are the benefits to me?

Working in such a vibrant community will expose you to a great number of advantages to increase your personal skill set, which will be used in the working world. Apart from that there are financial remunerations as well. Basically the University will pay you for the great job you do, in return you will pay the University for living in the College. Rates are yet to be decided as they fluctuate from year to year.

Can I take leave?

You will be able to take leave during the year, and in fact, we encourage you to take a break from the college. As this is a live in position, it is important you take time to rest and relax away from college duties. You will be paid your 8% holiday pay as you go which will cover your time away. Leave must be applied for and in most cases it will be approved based on the work requirements at the time.

Applications....How do I apply?

Having read this information, and maybe speaking to some of the staff here, you will probably want to take the next step. Hand in an Application Form that comes with this pack, together with your CV and a Cover Letter. Do this **before 22 July 2018**. Address your application to Kirsten Eichstaedt and drop it in to the Front Reception.

Need more info??

We are a friendly bunch up here at Arana. If you have any questions about being a Sub Warden, feel free to come up and have a chat with Jamie, Patrick, Kirsten or Sara. They will give you the "inside scoop" on what is required to be a Sub Warden at Arana.

Key Points to Remember:

- ✓ **Closing Date 22 July 2018, 4pm.**
- ✓ **Hand in a Cover Letter and a CV with your application**
- ✓ **Feel free to come in and ask any questions**
- ✓ **Our Information Evening is 11 July 2018 7pm in the Main Common Room, Arana College.**
- ✓ **You will be employed by the University of Otago**
- ✓ **We want YOU to be able to balance your study and your role here**
- ✓ **You will be required to come in early for training in 2019**
- ✓ **Arana is a great place to live, work and have a BRILLIANT time**