



UNIVERSITY COLLEGE, OXFORD

Junior Dean

Further Particulars

Applications are invited for two posts of Junior Dean, to be filled from September 2018. One post will be held on the College's Main Site and the other in the North Oxford Annexe. The post will be filled for a fixed term ending when the post holder completes their course of study and whilst they are actively engaged on their course of study. The post is subject to a probationary period of one term.

Junior Deans in University College assist the Dean in enforcing the regulations of the College. The College has two Junior Deans on the main site and they share the duties by mutual arrangement; there is also a Junior Dean based in the College's North Oxford annexe (Stavertonia). The Junior Deans report to the Dean.

Duties of the Posts

Junior Deans are required to help to maintain an appropriate environment in the College by upholding college regulations, especially in the evenings, overnight and at weekends.

This will involve the following activities:

- i) Be on call to deal with incidents reported by the duty porter (on a rota system agreed with the other Junior Dean based on the main site) in the evenings and overnight, and all day on Saturdays and Sundays.
- ii) Be ready to act on his or her own initiative as appropriate to maintain good order in the college.
- iii) Oversee, in cooperation with the bar manager and lodge porters, the smooth running of bops and other approved college events.
- iv) Assess applications from members of college to hold parties and functions in college rooms.

- v) Assist in monitoring and controlling post-examination behaviour.
- vi) Liaise with the Dean, the other Junior Deans, the Head Porter and others as necessary to monitor issues that might from time to time affect the maintenance of a considerate and respectful environment in the College.

Junior Deans should also be prepared to assist in dealing with emergencies as they arise, and should be sensitive to the needs of students.

Other Duties and Responsibilities

- i) Assist, if invited to do so, with the organisation, running and supervision of the College Ball.
- ii) Undertake suitable first aid training (at the College's expense) and participate in relevant training courses (e.g. the pre-term training course for Junior Deans run by the University's Counselling Service; active listening skills training and harassment awareness training, if available).
- iii) Any other duties which the Dean may reasonably request from time to time.

Hours of Work

Junior Deans will be expected to reside in College during term time, normally from Weeks 0 to 9 inclusive, except that in Trinity Term he or she must remain available until the end of Final examinations. When 'on call' the Junior Deans must generally be available from 6 p.m. during the week, and day and night at weekends.

Applicants should note that, in addition to the scheduled hours of rota duty, fulfilling the responsibilities of both positions in dealing with incidents is likely to involve some unscheduled periods of temporarily time-consuming work at short notice. The time worked, however, will not exceed the 20-hour per week limit set for holders of Tier 4 visas, so applications are welcome from overseas students.

Person Profile

Applicants must be in good academic standing; have excellent inter-personal skills, and must be able to demonstrate high standards of personal and professional integrity, and good organisational skills and tact. It is essential that the Junior Deans should enjoy the respect of their peers, and be able to command both trust and authority. The successful applicants will be senior graduate students (i.e. have completed their Transfer of Status) who are in

receipt of funding and will be required to migrate to University College if not already a member of the College. The Junior Deans should be as active as possible in College, getting to know and mixing with the undergraduates, graduates, Fellows, the Head Porter and his colleagues, and facilitating good information flow.

Stipend and other Emoluments

A stipend of £2,379 *per annum, pro rata*, will be paid (increasing in subsequent years if reappointed to £2,658). Single accommodation on the College site is provided free of charge. Lunch and dinner in college will be free of charge (excluding wine and guest meals) when the kitchens are open. The Junior Deans are members of the Weir (graduate) Common Room and may join the SCR for lunch and dinner except when there is an SCR meeting.

Junior Deanships are fixed-term appointments while holders are in good academic standing and still actively engaged in their current graduate programme of studies (except that, where appropriate and permissible, the term of appointment may be extended beyond the viva by a few months) or hold a postdoctoral appointment that will continue for any such period of extension.

Application procedure

Applications, comprising a letter of application, a full CV and the names of two referees, should be submitted by noon on Friday 23 March 2018.

The letter of application should address those aspects of past experience that indicate the particular suitability for a Junior Deanship. Where funding has been obtained or anticipated, this should also be indicated.

Applications should be emailed to recruitment@univ.ox.ac.uk
Interviews are expected to take place on Monday 16 April 2018.

Applicants should arrange for their referees to email references to recruitment@univ.ox.ac.uk by the closing date (noon 23 March 2018); one referee should be the academic supervisor or other person responsible for the applicant's academic work. *Both referees should be asked to address the particular requirements of the post and applicants are advised to provide a copy of these Further Particulars to their referees.*

Candidates invited for interview will be required to demonstrate their "right to work in the UK" as defined by visa regulations.

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