JUNIOR DEANS 2023
ROLE DESCRIPTION AND CALL FOR APPLICATIONS

St Paul’s College, founded upon the Christian faith in the Anglican tradition, is committed to offering the highest standard of collegiate life with opportunities for students from all faiths or none to lead and to serve others including through the Junior Dean role. JDs are a presence and influence for good around the College; they are mentors to Freshmen as they make their transition from school to university. Junior Deans provide support to students and staff in the after-hours supervision of the College. Recognized by their peers as role models, Junior Deans, along with Peer Support Leaders and members of the Students’ Club Committee, are instrumental in setting the tone of the College.

2023 is an exciting and historic year for St Paul’s as the College welcomes undergraduate women into our community. The Warden invites applications from women interested in joining our Junior Dean team. This team will have a considerable influence on the shape of our first year of undergraduate co-residency.

The following criteria and expectations are in addition to those described for the position of Peer Support Leader with which applicants should make themselves familiar.

Junior Deans play a critical role in upholding a culture of inclusion, decency, and safety throughout the College. They typify the College’s values including commitment to respect and dignity for all, including the College’s determination to be leaders in fighting sexism, sexual harassment, and sexual assault.

Junior Deans are proactive, present, and positive and have a friendly and outgoing personality. Junior Deans must have the trust of student and staff. Similarly, they are supportive of the College’s administration and must be willing to uphold its policies and procedures. The ability to give clear directions, demonstrate initiative with a “can do” attitude as well as undertake and complete tasks with limited supervision and/or direction are essential.

Junior Deans must have a good academic record and be able to balance all of their priorities including studies, JD and other work obligations, family and social life. Additionally, they must have the capacity and willingness to work harmoniously with other student leaders (e.g. Peer Support Leaders, Students’ Club Committee members, Convenors) and Staff.

Junior Deans are expected to ensure good order and respectful behaviour around the College as well as during and after College events, making sure that they end on time. Junior Deans should promptly, calmly yet insistently disperse crowds as appropriate. Likewise, it is
critical that Junior Deans are confident, clear, and consistent in insisting College regulations are met, even in the face of peers, friends and social groups. As such, strong interpersonal skills and self-confidence are essential attributes as is showing discernment in knowing when to escalate matters to the Warden or his delegate (e.g. the Dean of Undergraduates, Senior Tutor, and Chaplain).

Junior Deans will be generally present at meals including dining at High Table. They are responsible for ensuring students move into Hall in an orderly and timely way before Formal Dinner. At least two Junior Deans must be present at all major College events and maintain an after-hours on call roster for one week at a time. When on call, Junior Deans are available for after-hours assistance to students and are the first port of call for the College Duty Officer or any other similar after-hours service if an incident requires escalation. This may include unexpected student welfare matters and fire alarms. Junior Deans would call appropriate external support services and escalate to a resident staff member in a timely manner.

Junior Deans will live in one of the designated quarters currently in Arnott/Chapel Quad, the Main Quad and in the Ivan Head Building.

**OTHER**

The Warden appoints Junior Deans following a panel interview.

Junior Deans will be reviewed each semester based on performance and demonstrated commitment to the programme.

Successful applicants must be available for the following:

1) Ongoing leadership training throughout Semester Two 2022.
2) Attending some Formal Dinners and College events where possible.
3) Leadership retreat early February 2023 (dates to be advised).
4) Leadership training and Welcome Week preparation held at College, February 2023 (dates to be advised).
5) Welcome Week February 2023 (dates to be advised).
HOW TO APPLY

Please send a brief resume including your academic transcripts and a cover letter addressing the following points.

1. Why you are interested in this position, outlining what you can distinctively contribute as a Junior Dean.
2. Detail some ideas on how you can maintain the momentum and level of engagement with the Freshmen throughout the year.
3. How you would balance your commitments in 2023 if you were a Junior Dean. The role requires an active presence around College and you will need to be able to balance this along with your university, other work/internship, family, and social/sporting/cultural commitments.
4. Detail any relevant experience or background you may have had in a mentoring/peer support/leadership roles outlining any challenges you faced and what you learned from the experience.

Please include the names and contact details for two referees who know you well but must not be family or close friends. Please check in advance that referees are willing to act as your referee.

Please make your application to the St Paul’s College Warden, The Rev. Dr Ed Loane. Applications close at 5:00pm on Monday, 20 June. Email applications to tj.christie@stpauls.edu.au.