



Job Title: Warden, Residence Life Office

Reports to: Assistant Director, Residence Life Office

Location: Ashoka University Campus, Rajiv Gandhi Education City, Rai (District – Sonapat)

Experience (in years): Minimum Graduate with 2-5 years experience

Nature and days of work: This is a full-time role, 6 days a week, on-site and on campus

About Ashoka University:

Ashoka University is India's leading Liberal Arts and Sciences

University providing a distinctive interdisciplinary liberal education at par with the best universities in the world. Located in Sonapat, Haryana, Ashoka is India's first and only not-for-profit University built on the principles of collective public philanthropy.

Ashoka's 2,000-plus students, drawn from 30 states and over 243 cities in India and 27 other countries, receive a world-class interdisciplinary education, led by internationally renowned faculty. The University offers multidisciplinary programs that expose students to diverse perspectives, beyond classroom education. Ashoka students learn to be critical thinkers, effective communicators, and ethical leaders and have been placed in many of India's leading organizations in the consulting, banking, corporate, CSR, and social sectors. Ashoka has also developed eleven Centers of Excellence to encourage academic and research collaborations and create societal impact. For further information, visit www.ashoka.edu.in.

We aim to co-create a nurturing space for our students, faculty, staff, donors, and community positively through universal values:

- **Being mission-driven and authentic**
- **Thinking strategically and creatively**
- **Collaborating with trust and respect**
- **Being accountable and driving for results**
- **Focused on service excellence**

About the Residence Life Office: Residence Life Office is one of the branches of the Office Of Student Affairs (OSA) headed by the Dean of Student Affairs. Under the umbrella of OSA, the other two offices are the Student Life Office and the Sports and Exercise Office. Each of these offices occupies and crafts intellectually stimulating spaces in their own right.

Residence Life at Ashoka University is one of its kind in India and is dedicated to revitalizing the campus residential experience and aims to offer a well-rounded university life for all students.

Position Overview: The Warden is an integral position of the Residence Life Office at Ashoka University. The responsibilities of this position primarily revolve around the administrative, supervisory, disciplinary roles but at the same time, the person in this position should possess an empathetic approach, flexibility, great discretion, and a high degree of integrity, and an ability to maintain complete confidentiality.

The position is responsible to ensure students' health, hygiene, safety, security, sanitation, cleanliness, handling emergencies, and preserving discipline and dignity in the halls of residence which needs accessibility round the clock physically and on-call. The role offers an outstanding opportunity for someone with an interest to learn and grow professionally.

Responsibilities:

- At the beginning and end of the academic year, should be capable of making a detailed annual building maintenance project plan with a timeline. The annual maintenance plan should cover construction, repair, replacement, paint, cleaning, safety and security checks, etc. Upon approval on the detailed project chart, reach out with the team operations, coordinate, follow up, and after final checking, report to the HOD about the readiness of the buildings.
- To allot rooms to all incoming and returning students after approval from the Dean, Student Affairs on the housing plan and based on the guidelines issued.
- To maintain students' databases concerning their check-in, check-out, closure report, wellbeing, and other necessary information by following the suggested guidelines regularly.
- To delegate work to the assistant wardens/assistants:
 - Getting the various registers maintained for the smooth functioning of the residence halls.
 - Getting room keys checked, repaired, and replaced if required before the beginning of every academic year and also through the year.
 - Taking daily reporting from the Assistant wardens/Assistants to ensure regular cleanliness, maintenance, and housekeeping work are taking place in each residence hall.
- Apart from the annual maintenance of the halls of residence, for the smooth running of the facilities, should have an ability to chart out a periodical audit of the status of the facilities and accordingly plan the up-gradation of maintenance and housekeeping facilities in the halls of residence, coordination with the team operations, have a weekly or fortnightly meeting and get the complaints rectified coming on day to day basis.
- To be responsible for assigned resident students, promptly take appropriate action, and understand students' concerns more closely. Need to be able to organize regular floor meetings in coordination with the RAs and RACs. Need to have regular office hours, should be able to attend calls coming on the Helpline number and get them resolved promptly.
- To take regular rounds to ensure mental and physical wellbeing of the students and should be able to coordinate with the infirmary staff to check on the status of the admitted students.
- Upon any disciplinary infraction, wardens are required to report to the incident site immediately, and then after assessing the situation, they need to take action accordingly. After resolving the incident, it should be reported in detail to the HOD/disciplinary committees. In case of minor disciplinary infractions, wardens should have the ability to resolve by themselves and document all the reported cases with the complete case history as per the suggested guidelines.

Please Note: *The responsibilities listed above are not exhaustive and may be supplemented or modified as per the discretion of the Dean, Student Affairs.*

Required Competencies:

- Excellent communication skills, both verbal and written, with attention to detail.
- Should be a patient listener, approachable, and should have empathy to understand the problem and help establish rapport with the students and with other concerned allies as well.
- Ability to prioritize tasks and meet deadlines with varying degrees of pressure
- Team player with the ability to work, coordinate, cooperate, and collaborate within and outside the office.
- Professional, organized, and courteous conduct, both internally and externally
- Possess significant awareness of the handling of sensitive information while maintaining its confidentiality

Application Submission Process:

If you are interested, please email your application to swati.choudhary@ashoka.edu.in and Connect HR [<connect.hr@ashoka.edu.in>](mailto:connect.hr@ashoka.edu.in) with the subject line: "Warden (Candidate's Name)". Kindly include the following documents in your application:

- A resume (with your name as the file name)
- A one-page cover letter highlighting your experience relevant to the job

requirements Please note that only shortlisted candidates will be contacted.

Ashoka is an equal opportunities employer. Remuneration will be competitive with Indian non-profit pay scales and will depend upon the candidate's experience levels and the overall organization's salary structure.