



Job Title: Warden, Residence Life Office

Reports to: Deputy 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 premier interdisciplinary teaching and research university, an institution that has become a beacon of academic excellence in the less than 10 years since its inception. At Ashoka, we encourage you to embrace change, learn and grow continuously, and strive for excellence in what you do.

As part of our thriving and committed workforce, you will:

Be Mission-Driven: Champion interdisciplinary learning, innovative pedagogy, and academic rigor to transform Indian higher education.

Think Strategically: Collaborate with other innovative colleagues to shape the future of higher education through strategic planning and a forward-thinking approach.

Act Authentically: Embrace authenticity and integrity, fostering an inclusive and supportive environment where every voice is valued.

Take Accountability: Own your work and drive positive change, as an individual seeking to make a meaningful contribution.

Build Collaboration: Experience the power of teamwork and diverse perspectives, working collectively towards our shared goals.

Deliver Excellence: Strive for high quality in all aspects, upholding the highest standards of academic excellence, student support, and professional development opportunities.

At Ashoka University, we are on a mission to redefine higher education and create a remarkable space where innovation and collaboration thrives. As a **pioneering force in interdisciplinary learning**, we **continually grow and adapt** to stay at the forefront of educational excellence with emphasis on inclusivity and equal opportunity. Our philosophy revolves around **care, well-being, and connection**, which are deeply embedded in everything we do.

When you join our community, you become part of an extraordinary journey in which you can enhance your potential and make a meaningful impact.

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 at Ashoka University's Residence Life Office holds a pivotal role encompassing administration, supervision, and disciplinary duties. This position requires a blend of empathy, flexibility, discretion, integrity, and the ability to maintain strict confidentiality.

Responsibilities include safeguarding students' health, safety, hygiene, and security, maintaining cleanliness, managing emergencies, and upholding discipline and respect within residence halls. The role demands 24/7 physical accessibility and on-call availability.

This role presents a unique opportunity for professional growth and learning, ideal for someone seeking a dynamic and fulfilling position.

Responsibilities:

Annual Maintenance and Building Operations

Building Maintenance Project Plan:

- Develop a comprehensive annual plan for maintenance & safety and report to the reporting manager
- Coordinate with different departments for smooth execution.

Room Allocation for Students:

- Ensure that the rooms are ready for smooth allocation
- Follow guidelines to allocate rooms to incoming and returning students.

Student Databases Management:

- Maintain accurate databases for student check-in, check-out, wellbeing, and necessary information in adherence to guidelines.
 - Ensure regular updates and accuracy of student records.
- Periodical Facility Audits and Upgrades:
- Conduct regular audits to assess facility status and plan maintenance upgrades for residence halls.
 - Coordinate with operations teams and hold weekly or fortnightly meetings to address and rectify complaints promptly.
 - Supervise the maintenance and repair of room keys before each academic year and throughout the year.
 - Receive daily reports from assistants to ensure cleanliness and maintenance standards are upheld.
- Student Support and Engagement:
- Take responsibility for assigned resident students and address their concerns promptly.
 - Maintain regular office hours, attend helpline calls, and resolve issues efficiently.
- Student Wellbeing and Discipline:
- Conduct routine rounds to ensure the mental and physical wellbeing of students.
 - Coordinate with infirmary staff to monitor the status of admitted students.
 - Respond immediately to disciplinary infractions, assess situations, and take appropriate actions. Report incidents to the HOD or disciplinary committees as necessary.
 - Resolve minor disciplinary issues independently and document all reported cases as per guidelines.

Please Note: *The responsibilities listed above are not exhaustive and may be supplemented or modified as per the discretion of the Director/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:

Submit your application to Ashoka University's <Residence Life> to ensure your candidacy receives the attention it deserves, kindly follow the application submission process outlined below:

Prepare an Updated CV: Showcase your professional accomplishments, skills, and experiences in an updated curriculum vitae.

Submit Your Application: Submit your application here <https://forms.gle/3vyppg5RvMKTCSRc8>

Include Essential Details: Along with your CV, kindly provide the following information:

- Last compensation received: We value your expertise and acknowledge the importance of fair compensation.
- Expected salary: Share your aspirations for growth and remuneration.
- Notice period: Inform us of the time required to transition from your current role, if applicable

Only shortlisted candidates will be contacted as part of our rigorous selection process.

Adherence to Deadlines: To ensure fairness and efficiency, please submit your application by January 10, 2024. Applications received after the deadline will not be considered.

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.

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