

APPENDIX A
ASSISTANT JUNIOR DEAN
STANFORD PROGRAMME IN OXFORD
JOB DESCRIPTION

JOB PURPOSE

The Assistant Junior Dean supports the Junior Dean in supervising students' residential life at Stanford House in Oxford. The Junior Dean lives in the student residence and helps build a strong, safe, and healthy residential learning community, which complements and extends students' classroom and experiential learning. The Assistant Junior Dean, supports the Junior Dean in these projects. The Assistant Junior Dean is expected to positively contribute to a residential environment that enhances student academic progress and success; to promote the intellectual and cultural life of the residence; to create opportunities for students to explore and clarify their interests, values and attitudes; to build inclusive and reflective environments in which differences of background and belief are explored; to participate in and help coordinate house activities; to know and explain University and program policies; to be available to students and to encourage student responsibility and accountability.

CORE DUTIES

Resident General Life Support

- Work together with the Junior Dean and the Student Welfare and Facilities Manager to help residents take responsibility for their residence community.
- Assist with maintaining order in the residence by encouraging open and honest communication and responsible student conduct.
- Be sensitive to the needs of individuals in the residence, and help residents be aware of each other's concerns.
- Promote the intellectual life of the residence through informal discussions about campus, national and international issues (including culture, values, beliefs, society, and ethics).
- Assist center staff with residence orientation, safety, and security briefings.
- Provide first-aid treatment to students and follow established protocols for the escalation of student illness and injury concerns.
- Inform staff of serious issues and challenges in the residence.
- To be on duty 3 nights a week on days agreed upon with the Junior Dean.
- Oversee student social events at Stanford House, including nightly checks of public hallways, kitchenettes, stairwells, and bathrooms should events be taking place when on duty.
- Report maintenance and cleanliness issues to cleaning contractor and/or Stanford site staff; meet contractors on site as needed.
- Be reachable and ready to respond to student concerns when on duty. In the event of an emergency, respond promptly and work with the Director and other staff members to provide appropriate support.
- At own initiative (not required), attend program events and field trips.
- Other duties as assigned and agreed