St Hugh’s College, Oxford

Vacancy for Junior Dean

The College wishes to appoint a Junior Dean to take up office in Hilary Term 2018. The successful applicant will belong to the decanal team consisting of the Dean, Assistant Dean and four Junior Deans.

The Role of Junior Deans
The Junior Deans, acting with powers delegated to them by the Dean, assist with maintaining a respectful and orderly atmosphere in College amongst its student members. Each night during Weeks 0 to 9 in Michaelmas and Hilary Terms and Weeks 0 to 10 in Trinity Term, one or two of the Assistant and Junior Deans are on duty. An individual Junior Dean is likely to be on duty for one to three nights in any given week of term. While on duty, Junior Deans, working with the duty porters, are responsible for the safety and security of Junior Members, for maintaining an appropriate level of quiet, for responding to incidents and for recording details of incidents. Junior Deans do not have a formal welfare role, but inevitably their work requires sensitivity and good judgement in dealing with individual cases, and liaison with the welfare team at the College. University-organized training or information sessions may be offered to Junior Deans to help them develop their skills.

In addition, Junior Deans must be prepared to attend the University’s exam invigilation training (one hour in Hilary Term) and undertake some paid invigilation of University Examinations in College, usually in Trinity Term.

Terms of Appointment
A Junior Dean receives free accommodation while in post, and has an allowance of meals in Hall during term time and part of the Christmas and Easter Vacations. Junior Deans are also entitled to two free lunches per week at High Table. The accommodation offered will be in buildings occupied principally by undergraduates but will take account of the fact that Junior Deans are graduate students. A Junior Dean may be required to live in one building during term time and another during some vacations (though in practice this possibility has never recently proved necessary).

A Junior Dean must, while in post, be a graduate student of the College, normally studying for a DPhil; a successful applicant registered at another college will be asked to migrate. An appointment is for one year in the first instance and may be renewed, subject to a satisfactory formal review.
St Hugh’s is conscious of regulations relating to Tier 4 visa holders. As the College employs more Junior Deans than many other colleges, and so each Junior Dean’s working hours are relatively modest, we are satisfied that a Tier 4 visa holder can hold this position notwithstanding the limit of 20 hours work per week specified by the Home Office. This can be discussed on an individual basis.

**Application Process**
Applications should be sent to the Dean’s Secretary at hr@st-hughs.ox.ac.uk to arrive by 4 pm on **5 February 2018**, and should contain a covering letter, curriculum vitae, a letter of reference, and the signed agreement of the applicant’s Supervisor, without which no application can be considered. Interviews will be held on **19 February 2018**. Potential applicants are welcome to contact the current Assistant Dean, James Coates, for advice before submitting their applications at james.coates@st-hughs.ox.ac.uk

Professor Rafael Perera-Salazar
Dean