



St Hugh's College, Oxford

Vacancy for Junior Dean

The College wishes to appoint **two** Junior Deans to take up office in Michaelmas Term 2019. The successful applicants will belong to the decanal team consisting of the Dean, Assistant Dean, and four Junior Deans.

The Role of Junior Deans

Acting with powers delegated to them by the Dean, Junior Deans at St Hugh's 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 Junior Deans are on duty. An individual Junior Dean is likely to be on duty for one to three nights in any given week. Duty rotas are organised a term in advance allowing flexibility to post-holders for extracurricular engagements in the evenings or over weekends; however, applicants should note that Junior Deans are occasionally called upon to assist with day-time incidents or events although it is infrequent – examples include assisting college staff with site-wide fire drills and escorting students to matriculation in Michaelmas.

While on duty, Junior Deans, working with the duty porters, are responsible for the safety and security of Junior Members of college, 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 via the Assistant Dean. University-organized training or information sessions are 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, including over vacation periods, 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). Due to the nature of the role, allocation of a specific suite or flat to a Junior Dean is unlikely to be flexible as the college has allocated suitable accommodations strategically throughout the site. Historically,

accommodation for Junior Deans is suitable for double-occupancy but it is advised to discuss this with the Dean or Assistant Dean if called to interview.

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 (probationary period) lasting one full-term.

St Hugh's is conscious of regulations relating to Tier 4 visa holders. As the College employs more Junior Deans than many other colleges, 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 **24 July 2019**, and should contain a covering letter, curriculum vitae, two letters of reference, and the signed agreement of the applicant's Supervisor, without which no application can be considered. Interviews will be held on **31 July 2019**, with teleconferencing being an option to account for potential applicants carrying out field work during the summer. 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