



## Scholarship and Christianity in Oxford

### Junior Dean: part time

#### Organisation

Scholarship and Christianity in Oxford (SCIO), a registered UK charity (formally, CCCU-UK), is the UK subsidiary of the Council for Christian Colleges & Universities (CCCU), which is an international higher education association of Christian liberal arts colleges and universities with headquarters in Washington, DC.

SCIO is an important centre for international grant funded research, particularly in science and religion, and biblical texts and their curation. In partnership with Wycliffe Hall, SCIO organises programmes for students registered for degrees in overseas, mainly American, institutions. It runs the SCIO semester programmes, SCIO summer programmes, SCIO Online from Oxford.

#### Mission

To foster scholarly engagement, intellectual excellence, and authentic Christian spirituality and the connections between them within an international academic community at Oxford.

SCIO strives to do this by:

- Helping students drawn largely from CCCU colleges realise their academic and personal potential at Oxford, at graduate or professional school, and throughout life
- Encouraging high quality research on the part of its staff and faculty from CCCU colleges as individuals and as members of research programmes based at SCIO
- Cultivating a community of alumni who support each other and SCIO's mission
- Enabling its staff to develop professionally and flourish personally

#### The position

SCIO seeks to appoint a Junior Dean to foster a supportive community in line with SCIO's objectives and to cover the practical responsibilities of warden. More information on SCIO can be found at: [www.scio-uk.org](http://www.scio-uk.org).

The Junior Dean will live in The Vines on Pullen's Lane in Headington and will have domestic, pastoral, and disciplinary responsibilities for the students living in the house. Details of the responsibilities are outlined below. The Junior Dean may undertake additional administrative tasks and/or, if the post holder is an advanced graduate student, may undertake tutorial or other teaching, if suitable opportunities present themselves. For any such additional administrative or teaching work separate remuneration will be offered. The main duties covered by the salary will together take about fifteen hours per week and four evenings per week must be spent in the student house. These two may overlap.

#### Personal requirements

It is essential that the applicant know Oxford well; enjoy the company of undergraduate students and be able to engage with them socially as a senior member of their community; be prepared, with the support of senior staff members, to enforce discipline in the house and over student behaviour more generally; be computer literate; and be in sympathy with SCIO's academic and cultural aims.

Additionally the appointed person must share SCIO's and Wycliffe Hall's Christian ethos. This position entails a *Genuine Occupational Requirement* as the Junior Dean will assist students exploring the possible relationships between academic study, the historic Christian faith, and their own religious beliefs, and needs to have a personal understanding of the perspectives involved and be an active part of a Christian community. SCIO maintains an open and ecumenical perspective in the workplace. Normally, the Junior Dean will be a DPhil student of the University of Oxford.

### **Application procedure**

Applications should comprise a curriculum vitae, the names of three referees, one of whom should be the applicant's academic supervisor, and a covering letter and should be sent to Jordan Smith, email: [scio.admin@wycliffe.ox.ac.uk](mailto:scio.admin@wycliffe.ox.ac.uk). **Applications should be received by 5 May 2023 with a variable starting date of 7 June or 20 August 2023.** SCIO reserves the right to employ before that date should a suitable candidate be found. Early applications are therefore encouraged.

### **The Junior Dean is responsible for:**

#### **Main pastoral/student responsibilities**

- Create a domestic environment conducive to SCIO's academic, cultural, and spiritual aims, through leadership and participation in the community
- Bring student concerns to the attention of a nominated senior member of staff
- Understand and enforce SCIO regulations
- Help SCIO oversee the cleaning and maintenance of the property
- Hold practical domestic orientation at the start of each term/programme

#### **Main property responsibilities**

- Fortnightly properties meeting to report and review any maintenance or cleanliness issues; meet repair contractors on site as needed
- Report maintenance and cleanliness issues as they arise
- Report IT problems; refill printer as needed
- Advise senior staff on policies and procedures for use of properties
- Review students' rooms at start and end of each term/programme
- Monitor supplies at the property and alert staff when more supplies need to be purchased
- Provide oversight as warden of properties during summer conferences and rentals

#### **Availability**

- Full-time assistance on each day of student arrival
- Be resident and participate for first three days after student arrival
- Spend four evenings each week during term/programme in the student house (about 8-10 hours a week)
- Attend one Junior Dean meeting of c. one hour per week with a senior member of staff during term
- Attend general staff meetings, typically fortnightly during term
- Be resident and available for debrief and check out during three days prior to and following the end of each programme and student departure
- Optional opportunity to accompany two or three academic field trips per programme

#### **Safety and wellbeing of students residing in SCIO student houses**

- Supervise house, garden, and fittings for safety and student wellbeing
- Provide for general fire safety (weekly test fire alarm and run a termly fire drill)
- Monitor water quality through monthly temperature check
- Implement emergency procedures if required

- In case of serious illness or accident, know the procedures for referring students to a GP surgery or John Radcliffe Hospital; in case of minor illness or accident, provide appropriate supplies from the first aid kit
- Keep a record of accidents or serious illness of students at the house
- Accompany students to hospital if necessary; remuneration at the hourly rate of 1.5 times the living wage is made for attending Accident and Emergency outside of business hours
- Oversee student social events at the house
- Be prepared to attend Emergency First Aid at Work training courses (at SCIO's expense)
- Be aware of all safety and wellbeing requirements as part of the ANUK agreement (training will be given)
- Understand, abide by, and enforce SCIO policies on harassment and equality.

### **Student Wellbeing**

- Be first point of contact for students seeking pastoral or spiritual support
- Assist senior staff in organising social events for students, e.g. help with dinners on arrival day
- Assist in JCR activities
- Address domestic problems (such as kitchen cleaning) with students
- Perform nightly security check
- Organise and enforce kitchen rota for tidying food preparation areas
- Monitor electronic leave book (which records student absence) and report concerns to senior staff
- Help students form food groups
- Be present at JCR events in the house
- Be present at and assist with SCIO organised events as required
- Host student events, ideally including some regular events, such as a movie night or tea (6–8 per semester programme and weekly for summer programme)
- Maintain notice board at student house with current social, academic, and cultural events
- Arrange The Vines common room for programme events (one to two times per term/programme)

### **Selection Criteria:**

#### **Essential**

- Identification with the ethos, aims, and objectives of SCIO and ability to represent them in working contacts
- Enrolled in a DPhil or non-taught master's programme (due to work hour limitations, we cannot accept applications for anyone currently enrolled in a taught master's programme). Postdocs may also apply.
- Excellent organisation and communication skills
- Excellent interpersonal skills. The post holder will need to engage helpfully and effectively with wide variety of contacts, including students, SCIO staff, and contractors.
- Demonstrable ability to work independently
- Willingness to be flexible about hours when the programme demands e.g. student programme arrival days

#### **Desirable**

- Familiarity with the University of Oxford
- Prior undergraduate or graduate study in a field/s relevant to SCIO's academic interests
- Interest or experience in student development

#### **Salary and benefits**

- Salary: £3,636 per annum

- A furnished set of room, with shared bathroom, kitchen, and common room facilities
- Annual Leave: public holidays (8), plus 26 days per year, pro rata
- Sick Leave: 10 days per year plus 3 personal leave days per year, pro rata
- Pension scheme
- A research-related fund of £250
- A monthly mobile phone allowance.

**Start date:** variable starting date of 7 June or 20 August 2023.