



PONDICHERRY UNIVERSITY

WALK-IN-INTERVIEW

for

RESIDENT WARDENS (Male & Female) (on consolidated salary)

Are you an enthusiastic and responsible person who would like to live and work along side students in the Hostels of Pondicherry University on a full-time basis and are a key part of the University's welfare and support network?

The Pondicherry University is pleased to announce an opportunity for:

Resident - Warden (Male - 1 & Female - 1)

Minimum Eligibility criteria:

Must be a Degree-holder.

Age must be 55 or below as on 01.06.2014

Resident Warden

The Resident Warden's role is to assist in ensuring the provision and delivery of an effective system of student support for students in the University managed hostels. The Resident Warden will contribute to providing a safe, inclusive and respectful environment for living and learning; in particular, shaping a high quality residential experience for student learners at the University.

The Resident Warden must have the following:

- Experience of team management and people development
- Must have prior experience or knowledge of being part of a Residential System
- Experience of dealing with students in distress with demonstrable evidence of securing positive outcomes
- A commitment to diversity and awareness of the university's policy on equality and diversity
- Understanding of the student life cycle, and the contributions that different parts of the University make to it
- A good working knowledge of MS Office, email and the internet
- Flexibility and adaptability combined with an ability to act decisively in situations which require an urgent response
- Experience or awareness of working with individuals from a range of different cultures, disabilities, and age
- Demonstrate professionalism, tact and diplomacy (in challenging circumstances)
- Good communication, interpersonal and organisational skills. Must be able to speak and understand Tamil and preferably Hindi
- The ability to work well under pressure

Persons, who are interested, should apply by sending their bio- data with all relevant details, inclusive of educational qualifications and job/training experience to :

Dr. K. Jeevaratnam, Dean, Student Welfare, Pondicherry University or send an email attaching their bio-data to jeevski@gmail.com.

Walk-in interviews for the Resident Warden post will be held on **11.06.2014 at 10.00 a.m**
Venue of interview: **Chamber of Director of Studies, EI & RR**