

JOB DESCRIPTION OF FEMALE ASSISTANT WARDEN

About OPJU	Founded by the Jindal Education and Welfare Society, OP Jindal University (OPJU) was set up to bring high quality education to its students based on a world class curriculum, the latest teaching methodology and committed faculty members. The multidisciplinary university aims to develop young professionals and future leaders who will not only power growth and development in the state, but also make a mark globally.
Industry	Higher Education
Post/ Job Title	Female Assistant Warden – Girls Hostel
Job Type	Regular
Reporting to	Chief Warden
Job Location	Punjipathra, Raigarh (CG)
No. of Position	One (01)
Role	The role of a female warden in the girls' hostel is crucial in creating a safe, supportive, and conducive living environment where students can thrive academically, socially, and personally.
The role comes with the following Responsibilities	<ul style="list-style-type: none"> • Supervision and Security: The female warden is responsible for overseeing the overall security of the hostel premises. This includes monitoring entry and exit points, ensuring that only authorized individuals are allowed in, and taking necessary steps to prevent unauthorized access. • Counseling and Support: The warden often serves as a mentor and counselor for the residents. She provides guidance and support to students facing personal, academic, or emotional challenges. This may involve offering advice, lending a listening ear, or referring students to appropriate support services. • Enforcement of Rules and Regulations: The warden is tasked with enforcing hostel rules and regulations to maintain discipline and order within the premises. This includes setting expectations for behavior, addressing any violations promptly, and implementing appropriate disciplinary measures when necessary. • Health and Well-being: The warden ensures that the hostel environment is conducive to the health and well-being of the residents. This may involve organizing health-related activities, promoting cleanliness and hygiene practices, and coordinating with relevant authorities in case of medical emergencies. • Emergency Response: In the event of an emergency such as fire, natural disaster, or medical crisis, the warden plays a crucial role in coordinating evacuation procedures, providing assistance to residents, and liaising with emergency services as needed. • Community Building: The warden fosters a sense of community and belonging among the residents by organizing social and recreational activities, facilitating interactions among students, and promoting a supportive living environment. • Communication and Liaison: The warden serves as a point of contact between the hostel administration, residents, and external stakeholders such as parents/guardians. Effective communication skills are essential for conveying important information, addressing concerns, and maintaining positive relationships with all parties involved.
Eligibility Criteria (Education & Experience)	<ul style="list-style-type: none"> • Education: A Bachelor's degree in any stream from reputed Institution/University. • Experience: Prior experience in Hostel Administration. • Minimum 0-3 years of proven experience in the relevant field/similar academic institution. • Strong organizational ability in handling wide ranging tasks and detail oriented. • Excellent communication skills – Verbal & Written.
Salary & Benefits	Salary is not a constraint for the deserving candidate, and other benefit like medical insurance, gratuity, GPAA etc. as per the norms of the University.