

**Job Title: Chief Hostel Warden****Reports To: Dean of Student Affairs / Registrar****Job Summary:**

The Chief Hostel Warden is responsible for the overall administration, management, and supervision of all university hostels to ensure a safe, secure, and well-maintained living environment for students. This includes overseeing hostel operations, student discipline, health and safety, welfare, and adherence to university policies and procedures. The role requires strong leadership and the ability to foster a positive and inclusive community.

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**Key Responsibilities:**

1. **Hostel Administration:**
  - Oversee the management and administration of all university hostels.
  - Allocate hostel rooms to students and ensure accurate record-keeping.
  - Ensure timely maintenance and cleanliness of hostel premises, rooms, and common areas.
2. **Student Welfare and Support:**
  - Act as a mentor and advisor to students regarding hostel-related issues.
  - Promote a safe, inclusive, and supportive environment for all residents.
  - Address student grievances and concerns promptly and empathetically.
3. **Discipline and Compliance:**
  - Enforce university hostel rules and regulations to maintain order and discipline.
  - Handle cases of misconduct, disputes, or violations of hostel policies with appropriate action.
  - Collaborate with university authorities for disciplinary measures when necessary.
4. **Safety and Security:**
  - Ensure 24/7 security and safety measures are in place across hostel premises.
  - Conduct regular checks to prevent unauthorized access or activities.
  - Organize regular fire drills and safety workshops for residents.
5. **Health and Medical Support:**
  - Coordinate with university health services to provide medical assistance to students when needed.
  - Ensure access to emergency medical care and basic first-aid facilities in hostels.
6. **Community Building:**

- Promote cultural, sports, and recreational activities within hostels to foster a sense of community.
- Encourage student engagement in team-building events, celebrations, and awareness programs.

**7. Facility Management:**

- Liaise with university departments to ensure timely maintenance and repairs of hostel infrastructure.
- Monitor housekeeping and hygiene services.
- Oversee catering services and ensure the quality of meals served in the hostel mess.

**8. Budgeting and Inventory Management:**

- Prepare and manage the hostel budget in consultation with the university's finance department.
- Maintain records of hostel equipment, supplies, and inventory.

**9. Crisis Management:**

- Act promptly in case of emergencies such as medical incidents, natural disasters, or accidents.
- Communicate with university authorities and parents as necessary during critical situations.

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**Qualifications:**

- **Education:** Bachelor's degree required; Master's degree in Administration, Social Work, or related fields preferred.
- **Experience:** Minimum of 7–10 years of experience in hostel administration, student welfare, or a related role in a university or residential environment.
- **Skills:**
  - Strong leadership and people management abilities.
  - Excellent communication and interpersonal skills.
  - Ability to handle conflict resolution and maintain discipline.
  - Knowledge of health, safety, and security protocols.
  - Crisis management and decision-making capabilities.
  - Proficiency in record-keeping and administrative tasks.

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**Key Competencies:**

- Empathy and student-centered approach.

- Conflict resolution and negotiation skills.
- Ability to build positive relationships with students and staff.
- Organized and detail-oriented.
- Culturally sensitive and inclusive mindset.