



Bible College Hostel Warden

SUMMARY

As a Bible College Hostel Warden, you will be responsible to oversee students in the hostels. This role is vital for smooth running of Hostels in the Bible College.

RESPONSIBILITIES

Your work will typically involve the following:

- Primary tasks relate to ensuring the guidelines in the Student Handbook are followed in hostels. Ensure that discipline in hostel is maintained.
- Assigning roles / responsibilities for upkeep of the hostels. Ensure Students keep their Hostels/Dorms clean.
- Oversee & Trouble shoot maintenance issues at BC and hostel. Coordinate with Admin team to liaison with service providers / maintenance personnel as required.
- Obtain cash advances for expenditures, maintain accounts of expenditures and submit to accounts.
- Oversee student volunteers serving at APC church locations and other ministries.
- Assist the Bible College Administrator in promotions for New Academic year.
- Ensure that students follow schedule.
- Ensure food service at hostel meal times are satisfactory
- Collect feedback from students regarding hostels and update the Bible College administrator regularly.
- Counseling students on personal & academic issues as the need arises.
- Direct all the requests/permissions/suggestions to the Bible College administrator.
- Any disagreement/ conflict between students should be resolved peacefully & prayerfully.

REQUIRED SKILLS AND QUALIFICATIONS

- Strong Leadership skills.
- Basic Computer Skills.
- Good People Skills.
- Basic Accounting Skills.
- Caring and Compassionate
- Maintaining calm, Being able to work against deadlines
- Problem Solving abilities
- Communication skills