

**Invitation for the post of Student Hall Tutor 2020-21 for Student Halls/Quarters**

Full-time non-final year postgraduate (Pg) students and full-time non-final year undergraduate (Ug) students promoting to Year 3 or above are invited to apply for the post of Student Hall Tutor 2020-21. The **period of appointment** is from **7 August 2020 (Friday) to 2 July 2021 (Friday)**.

Each student hall / quarters has about 500 student-residents, and is under the leadership of a Warden:

<b>Student Hall/Quarters</b>	<b>Warden</b>
Northcote Hall (NH)	Dr TAM Chi Ming
Grantham Hall (GH)	Prof Christina YU Wai Mui
Robert Black Hall (RBH)	Dr YU Wai Bing
Jockey Club Student Quarters (JCSQ)	Dr LI Wai Chin

The Warden is supported by two teams in respective hall: (1) the tutorial team headed by the Senior Tutor, and (2) the administration team headed by the Hall Affairs Officer. Student Hall Tutors are members of the tutorial team. Student Hall Tutor is a residential post without specific working-hour and appointees are expected to be on non-office hour roster. Student Hall Tutors should demonstrate genuine interest in hall life and are keen to serve fellow residents. Selection will be based on the capabilities and relevant experience of applicants. Being a holder of Mental Health First Aid, First Aid, Life Education Programme and/or Mediation Skills Certificate would be advantageous. Duties include assisting the Warden and the Senior Tutor in:

1. organising hall life education programmes for personal growth and professional development of student residents which should be aligned with the focuses on hall life education set out below:
  - a) fostering a sense of responsibility;
  - b) strengthening mutual care and support;
  - c) life skills development;
  - d) interpersonal skills enhancement;
  - e) contribution to common goods;
  - f) leadership development;
  - g) promotion mutual respect; and
  - h) exploration of life perspective and goal.
2. providing pastoral care and intellectual guidance to student residents;
3. collaborating with International Tutors to promote multiculturalism in the student hall/quarters;
4. handling disciplinary cases in the hall/quarters;
5. attending to emergencies in the hall/quarters;
6. planning hall events/activities and managing event budget cautiously;
7. enhancing student residents' cultural awareness and cultural knowledge; and
8. any other duties as assigned by the Warden and his/her delegate.

Interested students please complete the online application form

(<https://machg2.eduhk.hk/machform/view.php?id=370708>) **on or before 17:00, 20 May 2020**

**(Wednesday)**. Shortlisted candidates will be invited for a selection interview tentatively held in May/June 2020, subject to further notice.

Successful applicants are required to attend mandatory training series before and during the service term as follows:

<b>Period</b>	<b>Training</b>	<b>Offered by</b>
Aug 2020*	Tutor Induction and Orientation Programme (I & II)	Hall Management Section, SAO
Aug 2020*	Hall-based Team Building Training	Warden/Hall Management Office of respective hall/quarters
Two days in two consecutive weeks in Aug 2020	Mental Health First Aid Course (2-day)	SAO
Aug 2020	Personal Dimensions	
Sep 2020 – Jul 2021*	Hall-based and/or centralized in-house training to enhance on-the-job skills - Peer Counselling skills/ conflict resolution skills - Communication/ Mediation skills - etc.	SAO/ External Trainer

(\*Exact dates to be confirmed in due course).

Applicants who have not been invited for interview before the end of June 2020 may consider their applications unsuccessful. For enquiries, please contact respective Hall Management Offices or Hall Management Section of SAO at:

Northcote Hall (NH)

[nhoffice@eduhk.hk](mailto:nhoffice@eduhk.hk)

Grantham Hall (GH)

[gh@eduhk.hk](mailto:gh@eduhk.hk)

Robert Black Hall (RBH)

[rbh@eduhk.hk](mailto:rbh@eduhk.hk)

Jockey Club Student Quarters (JCSQ)

[jcsq@eduhk.hk](mailto:jcsq@eduhk.hk)

Hall Management Section (HMS), SAO

[hall-sao@eduhk.hk](mailto:hall-sao@eduhk.hk)

Hall Management Section

Student Affairs Office

May 2020

## Provisions of Student Accommodation for Student Hall Tutors

All Student Hall Tutors are provided with a **rent-free bedroom**<sup>1</sup> and a **free telephone** for local use. Due to variations in the architectural design, the provision of tutor bedrooms in Northcote Hall (NH), Grantham Hall (GH) and Robert Black Hall (RBH) are not the same as those in the Jockey Club Student Quarters (JCSQ).

### **Northcote Hall, Grantham Hall and Robert Black Halls**

All student study-bedrooms are for double or triple occupancy of the same gender. Communal facilities include activity rooms, laundry rooms, bathrooms, toilets and pantries. Students may reheat food or do some very light and small scale cooking in the pantries.

Each Student Hall Tutor will be provided with a rent-free study-bedroom. Student Hall Tutors are responsible for their own utility charges.

### **Jockey Club Student Quarters**

Students of the same gender occupy either a 9-person or 12-person flat with its own sitting/dining areas, terrace, large kitchen, laundry room and 3 bathrooms. Student Hall Tutor accommodation in student quarters would be a rent-free bedroom of a student flat. He/she has to share utility charges with other flatmates.

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<sup>1</sup> Only Student Hall Tutor, excluding his/her family members and/or acquaintance, can reside in student halls/quarters.