

THE EDUCATION UNIVERSITY OF HONG KONG
STUDENT AFFAIRS OFFICE

Invitation for the post of Student Hall Tutor 2026-27 for Student Halls/Quarters

Full-time non-final year postgraduate (PG) students and full-time Year 3 (SYE students exclusive) or above undergraduate (UG) students in 2026-27 are invited to apply for the post of Student Hall Tutor 2026-27. The **Student Hall Tutors 2026-27 appointment period** is from **31 July 2026 (Friday) to 21 May 2027 (Friday)**.

Each student hall/quarters has about 500 student-residents and is under the leadership of a Warden. Our four halls are Northcote Hall (NH), Grantham Hall (GH), Robert Black Hall (RBH), and Jockey Club Student Quarters (JCSQ).

The Warden is supported by two teams in respective halls: (1) the Hall-life Education team headed by the Assistant Warden with support from the Residential Officers, 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 a non-office hour roster. Student Hall Tutors should demonstrate a genuine interest in hall life and be keen to serve fellow residents. Selection will be based on the capabilities and relevant experience of applicants. Duties include assisting the Warden and the Assistant Warden in:

1. providing pastoral care and intellectual guidance to student residents;
2. engaging with students through proactive participation in hall life education programmes for personal growth and professional development of student residents;
3. assisting the HLE Team in organization and promotion of HLE programmes/activities to student-residents;
4. assisting SRA to promote inclusive communities and support the personal development of our student-residents;
5. enhancing student residents' cultural awareness and cultural knowledge;
6. helping residents be aware of residence regulations and disciplinary procedures and handling minor disciplinary cases in the hall/quarters;
7. assisting the HLE Team and Hall Management Office in the management of formal discipline incidents and attending to emergencies in the hall/quarters;
8. acting as an adviser of the Floor Committee; and
9. any other duties as assigned by the Dean of Students/Warden and his/her delegate(s).

**The University may change any of the above-mentioned duties/responsibilities from time to time.*

Interested students, please submit the completed e-certificate for two courses, including 1. [Preventing Sexual Harassment on Campus](#) and 2. [Inclusive Campus and Special Educational Needs](#); and complete the [online application form](#) **on or before 12:00nn, 11 September 2026 (Friday)**. Student applicants are also required to submit a recommendation letter for the position from academic staff from the most recent/current programme **or** from a previous/current employer, **along with** a copy of

their academic transcript as supporting. Applications without the required documents will not be processed. Shortlisted candidates will be invited to a selection interview, tentatively scheduled for mid to late September 2026, subject to further notice.

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

Period	Training	Unit
31 Jul 2026, AM (Completed)	Tutor Induction Session	SAO
31 Jul 2026, PM (Completed)	Mediation Skills and Strategies: A Practical Guide to handle conflicts in halls (Half-day)	External Trainer
Aug 2026 (Completed)	Hall-based Team Building Training (to be designed by the Warden/ Assistant Warden of respective hall/quarters with assistance from HMS based on needs in individual halls/quarters (1 to 2 days)	Residential Officer, Hall Affairs Officer, Warden, and/or Assistant Warden
5 & 7 Aug 2026 (Completed)	Mental Health First Aid (2-day course)	SAO
Sep 2026 to May 2027	Hall-based and/or centralized in-house training to enhance on-the-job skills - Communication - Teambuilding, etc.	SAO / External Trainer

As most pre-service training was completed in August, successful applicants in this round need to arrange courses themselves to meet the training requirement as far as possible and submit a copy of their certificate to us. Please be reminded that any fee caused will not be reimbursed by the University.

Applicants who have not been invited for an interview by late October 2026 may consider their applications unsuccessful. For enquiries, please get in touch with the respective Hall Management Office or Hall Management Section of SAO at:

Grantham Hall (GH), SAO

gh@eduhk.hk

Hall Management Section (HMS), SAO

hall-sao@eduhk.hk

Hall Management Section

Student Affairs Office

3 September 2026

Provisions of Student Accommodation for Student Hall Tutors

All Student Hall Tutors are provided with a **rent-free bedroom***.

Grantham Hall

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.

** Only the Student Hall Tutor, excluding his/her family members and/or acquaintances, can reside in student halls/quarters. The University reserves the right to charge lodging fees we reasonably incur in connection with the provision of a duty room.*