

United College
The Chinese University of Hong Kong

Resident Tutors for Student Hostels

I. Requirements

1. Applicants should be full-time staff or full-time postgraduate students at CUHK in the academic year 2024-2025, possess at least a recognized first degree;
2. Excellent spoken English and Cantonese (Fluency in spoken Mandarin is an advantage);
3. Empathetic and passionate on student growth and development;
4. Good at organizing extra-curricular activities and good at inter-personal communication skills;
5. Mature, responsible and energetic;
6. Hands-on knowledge and experience in student hostel operation, organization of hostel activities, handling disciplinary incidents, peer/ professional counseling, study/career guidance, event planning and first-aid skills preferred;
7. Preference will be given to those with residence experience in hostels.

II. Duties

The Resident Tutors shall report to the Wardens and perform the following duties:

1. To assist in the College's non-formal and general education initiatives.
2. To be called upon to arrange and conduct seminars and tutorials for the students.
3. To assist the College and the Residents' Associations in organising their various functions and activities, including but not confined to orientation programmes and high-table dinners .
4. To assist in creating an inclusive hostel environment for students.
5. To receive training in psychological counselling and in turn to provide general counselling and guidance to the residents and when necessary, to refer them to the appropriate College or University units for follow-up action.

6. To be responsible for general hostel management including for example, maintenance of floor security and inspection for room cleanliness and disorderly or illegal activities.
7. To serve as an intermediary between hostel management and the resident students and to help the Warden to maintain peace, order and good administration of the hostel.
8. To carry out other duties as may reasonably be assigned by the College or the Warden.

III. Points to Note

1. Resident Tutors serve as volunteers in hostels. This position is not an employment either on a full-time or part-time basis and is not regarded as a concurrent employment with the University. There will not be any allowance/remuneration or any other employee benefits for provision of this volunteer service. The nominated Resident Tutor will be provided with a free single room in one of the United College student hostels.
2. The term of office of a resident tutor lasts for one year, usually begins on 1 August as soon as he/she is nominated by the College, and ends by 31 July in the following year. The resident tutor is expected to give one month's notice in writing to inform the College and the Warden if he/she wishes to resign.

March 2024