

**Invitation for the post of Student Hall Tutor 2022-23 for Student Halls/Quarters (3<sup>rd</sup> Round)**

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 2022-23. The **appointment period** of Student Hall Tutors 2022-23 is from **5 August 2022 (Friday) to 7 July 2023 (Friday)**.

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

<b>Student Hall/Quarters</b>	<b>Warden</b>
Robert Black Hall (RBH)	Dr YU Wai Bing

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, Basic First Aid, Personality Dimensions and/or Mediation Skills Certificate would be advantageous. Duties include assisting the Warden and the Senior Tutor in:

1. organizing 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) promoting 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](#) on or before **09:00a.m. 22 August 2022 (Monday)**. Shortlisted candidates will be invited for a selection interview tentatively held in late-August 2022, subject to further notice. Successful applicants are required to meet the mandatory training requirements during the service term. Training schedule is as follows:

Period <sup>Note 1</sup>	Training	Location	Offered by
5 Aug 2022, 10:30 am - 12:30 pm	Tutor Induction Programme	B2-LP-12	SAO
Mid-Aug 2022	Hall-based Team Building Training - to be designed by Warden/Senior Tutor of respective hall/quarters with assistance from HMS based on needs in individual halls/quarters	Arranged by Halls	Hall Management Office of respective hall/quarters
15 Aug 2022, <sup>Note 2</sup> 2:00 pm - 5:00 pm	Personality Dimensions <sup>Note 4</sup>	Flexi-Zone (Library 1/F)	SAO
18 & 19 Aug 2022 <sup>Note 2</sup> 10:00 am – 5:30 pm	Wellness Recovery Action Plan (WRAP®): Basic Certificate Course (2-day face-to-face course) <sup>Note 3</sup>	Flexi-Zone (Library 1/F)	New Life Psychiatric Rehabilitation Association
Sep 2022 – Jul 2023 (on need basis)	Case Consultation Session for Student Hall Tutors <sup>Note 5</sup>	Halls	SAO
	Hall-based and/or centralized in-house training to enhance on-the-job skills	(TBC)	SAO/ External Trainer

Remarks:

**Note 1:** Exact dates to be confirmed in due course. The schedule indicated may subject to change due to the development of COVID-19 and other unforeseeable factors or circumstances. Please refer the latest announcements of our office.

**Note 2:** Tutor who missed the training should attend other similar workshops on your own.

**Note 3:** Mental Health First Aid® (MHFA) certificated course will be offered via Zoom if face-to-face delivery for Wellness Recovery Action Plan® course is NOT feasible due to the development of COVID-19 in August. HK\$100 material fee will be charged for MHFA course. The value of the material fee is refundable, subject to completion of required training; but it is not transferrable. Mental Health First Aid Certificate holder can be exempted from the WRAP course subject to presentation of certificate to the SAO, vice versa.

**Note 4:** Personality Dimensions Certificate holder can be exempted from the course subject to presentation of certificate to the SAO.

**Note 5:** One session for each hall/quarters in the first semester upon request from individual hall. In each session, SAO counsellor will introduce ‘Basics’ of specific skills and conduct discussion on application of skills in different scenarios.

Applicants who have not been invited for interview by end of August 2022 may consider their applications unsuccessful. For enquiries, please contact respective Hall Management Office or Hall Management Section of SAO at:

Robert Black Hall (RBH)

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

Hall Management Section (HMS), SAO

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

Hall Management Section

Student Affairs Office

August 2022

**Provisions of Student Accommodation for Student Hall Tutors**

All Student Hall Tutors are provided with a **rent-free bedroom**<sup>1</sup>. 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 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.

**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.*