

THE EDUCATION UNIVERSITY OF HONG KONG
STUDENT AFFAIRS OFFICE

Invitation for the post of Student Hall Tutor 2023-24 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 2023-24 are invited to apply for the post of Student Hall Tutor 2023-24. The **appointment period** of Student Hall Tutors 2023-24 is from **4 August 2023 (Friday) to 31 May 2024 (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 hall: (1) the Hall-life Education team headed by the Assistant Warden with support from the Residential Officer, 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. 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 HLE Team and Hall Management Office in management of formal discipline incidents and attending to emergencies in the hall/quarters;
8. acting as an adviser of Floor Committee; and
9. any other duties as assigned by the Warden and his/her delegate.

Interested students please submit the completion e-certificate of 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 12:00 nn, 8 December 2023 (Friday)**. Shortlisted candidates will be invited for a selection interview tentatively held from mid to late December, subject to further notice.

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

Period ¹	Training	Unit
4 Aug 2023, 10:00 am – 12:30 pm B4-LP-01 (Completed)	Tutor Induction Programme - Hall Rules - Roles and Responsibilities - Finance Guidelines - National Security Education	HMS
Aug 2023 (Completed)	Hall-based Team Building Training - to be designed by Warden/Assistant Warden of respective hall/quarters with assistance from HMS based on needs in individual halls/quarters	HMOs
14 Aug 2023 2:00 pm – 4:30 pm C-LP-02 (Completed)	Peer Communication and Helping Skills - Quality of a peer helper - Your role as a peer helper and hall tutor - Peer Helping skills - Communication skills - Conflict management - Discussion and role-play	CSS
15 Aug 2023 1:30 pm – 4:30 pm C-LP-02 (Completed)	Personality Dimensions ^{2&3} - To better understand oneself and others - To improve interpersonal skills, foster attitude of appreciation and respect and become more effective in relationships, work and lives.	LSL
22 & 24 Aug 2023 9:30 am – 5:00 pm C-LP-02 (Completed)	Mental Health First Aid (2-day face-to-face course) ^{2&4} - To have basic knowledge of: depression, anxiety disorders, eating disorders, psychosis and substance misuse. - To address the possible crisis arising from these mental health problems and proceed with necessary intervention. - To provide suitable help for person involved before the situation gets worse - To learn about community resources and help the person involved to seek for professional treatment and make use of suitable resources.	CSS
Sep 2023 – May 2024	Hall-based and/or centralized in-house training to enhance on-the-job skills	SAO/ External Trainer

¹ 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.

² Tutor who missed the training should enroll other similar workshops on your own within the designated period.

³ Personality Dimensions Certificate holder can be exempted from the course subject to presentation of certificate to the SAO.

⁴ HK\$100 material fee will be charged for Mental Health First Aid® (MHFA) certificated 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 course subject to presentation of certificate to the SAO.

Applicants who have not been invited for interview by December 2023 may consider their applications unsuccessful. For enquiries, please contact respective Hall Management Office or Hall Management Section of SAO at:

Northcote Hall (NH)	nhoffice@eduhk.hk
Grantham Hall (GH)	gh@eduhk.hk
Robert Black Hall (RBH)	rbh@eduhk.hk
Jockey Club Student Quarters (JCSQ)	jcsq@eduhk.hk
Hall Management Section (HMS), SAO	hall-sao@eduhk.hk

Hall Management Section
Student Affairs Office
Dec 2023

Provisions of Student Accommodation for Student Hall Tutors

All Student Hall Tutors are provided with a **rent-free bedroom**⁵. 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.

⁵ *Only Student Hall Tutor, excluding his/her family members and/or acquaintance, can reside in student halls/quarters.*