

THE EDUCATION UNIVERSITY OF HONG KONG
STUDENT AFFAIRS OFFICE

Extension of Application Deadline -Recruitment of Student Hall Tutors
2024-25 for Student Halls/Quarters (1st Round)

Full-time non-final year postgraduate (PG) students and full-time Year 3 (SYE students exclusive) or above undergraduate (UG) students in 2024-25 are invited to apply for the post of Student Hall Tutor 2024-25. The **Student Hall Tutors 2024-25 appointment period** is from **2 August 2024 (Friday) to 6 June 2025 (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 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 17:00, 12 June 2024 (Wednesday)**. Student-applicants are also required to submit a recommendation letter for the position from academic staff from the latest/current programme and a copy of their academic transcript as supporting. Applications without the required documents will not be processed. Shortlisted candidates will be invited for a selection interview tentatively held from mid to late June 2024, subject to further notice.

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

Period¹	Training	Unit
2 Aug 2024, am	Tutor Induction Session	SAO
9 Aug 2024, pm	National Security Law and its Relationship to University Students in Hong Kong & Harassment and (Cyber)Bullying in Schools/Workplace (Half-day)	External Trainer
12 Aug 2024, pm	Mediation Skills and Strategies: A Practical Guide to handle conflicts in halls (Half-day)	External Trainer
Aug 2024	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
21 Aug 2024, pm	Personality Dimensions (Half-day) ²	SAO
20 & 22 Aug 2024	Mental Health First Aid (2-day course) ³	SAO
Sep 2024 to May 2025	Hall-based and/or centralized in-house training to enhance on-the-job skills - Communication - Teambuilding, etc.	SAO / External Trainer

¹ The schedule indicated may subject to change due to other unforeseeable factors or circumstances. Please refer the latest announcements of our office.

² Personality Dimensions Certificate holder can be exempted from the course subject to presentation of certificate and course content to the SAO for verification on the eligibility.

³ HK\$100 material fee will be charged for Mental Health First Aid® (MHFA) certificated course. The material fee is subsidized by SAO, 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 and course content to the SAO for verification on the eligibility.

Applicants who have not been invited for an interview by late August 2024 may consider their applications unsuccessful. For enquiries, please get in touch with the respective Hall Management Office or Hall Management Section of SAO at:

Northcote Hall (NH), SAO

nhoffice@eduhk.hk

Grantham Hall (GH), SAO

gh@eduhk.hk

Robert Black Hall (RBH), SAO

rbh@eduhk.hk

Jockey Club Student Quarters (JCSQ), SAO

jcsq@eduhk.hk

Hall Management Section (HMS), SAO

hall-sao@eduhk.hk

Hall Management Section

Student Affairs Office

June 2024

Provisions of Student Accommodation for Student Hall Tutors

All Student Hall Tutors are provided with a **rent-free bedroom***. 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 in a student flat. He/she has to share utility charges with other flatmates.

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