



**Enlistment of volunteers to serve as resident tutors**  
**for student hostels in Shaw College (Academic Year 2021/22)**

Shaw College would like to enlist **male and female volunteers** to serve as Resident Tutors for academic year 2021/2022. Details are as follows:

**Requirements**

- Full-time degree-holding CUHK staff / full-time postgraduate students / final-year undergraduate students admitted to full-time postgraduate studies commencing in the academic year of 2021-2022 at CUHK
- Fluency in Cantonese, Putonghua and English
- Benevolent, proactive and optimistic; willing to spend time with residents
- Good at organizing extra-curricular activities and good at inter-personal communication skills
- Mature, responsible and energetic
- Knowledge and experience of hostel operation, student activities, service learning programs, peer / professional counseling, study / career guidance, event planning and first-aid skills will be advantageous
- Preferably with good track records as resident tutors

**Duties**

Resident tutors will assist Wardens to discharge the following duties:

- Be on duty according to a roster schedule (including Saturdays, Sundays and public holidays)
- Provide guidance and support in organizing hostel activities to enhance communication and cooperation among students from various cultural backgrounds
- Provide support to general hostel management; enforce hostel regulations and support Wardens and Assistant Hostel Manager in handling resident disciplinary cases
- Provide emergency assistance to residents whenever necessary
- Perform any other duties as assigned by Wardens and Assistant Hostel Manager

## **Important Points to Note**

- Volunteers will be nominated as resident tutors. This is not an employment either on a full-time or part-time basis, and is not regarded as a concurrent employment with CUHK. There will not be any allowance/remuneration or any other employee benefits for provision of this volunteer service
- The resident tutors will be required to reside in hostels and a single room will be provided free of charge. Resident tutors, however are required to comply with the student hostel regulations of Shaw College and pay maintenance fee for air-conditioner (HK\$460 per year)
- The resident tutors will be required to attend an Induction Program provided by College
- The service period of all resident tutors will be from October 2021 to 31 July 2022.
- The initial one-year service is renewable subject to good performance

## **Benefits to the volunteers as Resident Tutors:**

- Developing diverse leadership and communication skills through the daily interaction with students from different cultural backgrounds
- Gaining practical problem solving skills in lobbying, conflict resolution and emergency handling, as well as solid experience in event management and hostel management
- Receiving different trainings provided by CUHK and the College

## **Application**

- Application deadline is 30 September 2021 (Thursday). Application can be made online at (<https://cloud.itsc.cuhk.edu.hk/webform/view.php?id=13638241>). Applicants will then receive an email notification summary, at the email address provided. The College may request the applicants to provide the notification email for verification, if necessary
- Applications will receive full consideration until the position is filled and only shortlisted applicants will be invited to selection interview

## **Enquiry**

Please contact Ms. Michelle Chan at 3943 7357 or email to [shaw-student-hostel@cuhk.edu.hk](mailto:shaw-student-hostel@cuhk.edu.hk)