



Enlistment of volunteers to serve as resident tutors
for student hostels in Shaw College (Academic Year 2020/21)

Shaw College would like to enlist **male and female volunteers** to serve as Resident Tutors for academic year 2020/21. 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 2020-2021 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 service period of all resident tutors will be from December 2020 to 31 July 2021
- 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 **10 December 2020 (Thursday)**. Application can be made online at (<https://cloud.itsc.cuhk.edu.hk/webform/view.php?id=11416886>). 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.