



**Enlistment of volunteers to serve as resident tutors**  
**for student hostels in Shaw College (Academic Year 2016-17)**

Shaw College cultivates its students along the “Five Pillars” (i.e. five directions). The Five Pillars are “nurturing moral character”, “serving the community”, “caring for motherland”, “developing global perspective” and “protecting the environment”.

Shaw College would like to enlist **female volunteers** to serve as Resident Tutors for the academic year of 2016/17. 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 2016-17 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 in August and September 2016 (around 8 hours in total)
- The service period of all resident tutors will be from 1 August 2016 to 31 July 2017
- The initial one-year service is renewable subject to good performance

### **Application**

- Application deadline is **8 July 2016 (Friday)**. Application form can be downloaded from webpage: (<http://www.cuhk.edu.hk/shaw/hostel/main.htm>). Interested parties please complete the application form and return it to Ms. Joyce Wo, Student Hostel II, Shaw College. Please mark “Application for Volunteer Resident Tutor” on the cover.
- Shortlisted candidates will be invited to attend an interview in July or August 2016.

### **Enquiry**

Please contact Ms. Joyce Wo at 3163-1678 or email to [joycewo@cuhk.edu.hk](mailto:joycewo@cuhk.edu.hk)