

(For CUHK Mass Mailing & Graduate School)

CW Chu College

Recruitment of Resident Tutors (Academic Year 2016–17)

CW Chu College (CWC) is a small college with a student membership of 300. It provides residential accommodation for *all* of its undergraduate members for four years while they are studying on campus, and organizes communal dining three times a week during term time. The vision statement of the College embraces four elements (*intimate, international, intellectual, involved*) which distinguish the College and lay the path for its development. More information about the College can be found at

<http://www.cuhk.edu.hk/cwchu>

We are looking for volunteers to serve as Resident Tutors for the College in 2016–17. Interested parties who fulfill the requirements below are welcome to submit applications:

Requirements

- Full-time degree-holding CUHK staff/ full-time postgraduate students/ final-year undergraduate students admitted to full-time research postgraduate studies at CUHK commencing in the academic year 2016–17
- Ability to communicate effectively with students from different backgrounds and origins
- Fluent in English, Cantonese and/ or Putonghua
- Mature, responsible, sensible and energetic
- Knowledge of and experience in the following areas will be advantageous: hostel operation, student activities, service learning programmes, peer/ professional counseling, study/ career guidance, event planning and first-aid skills
- Preferably with good track records as Resident Tutors

Duties of Resident Tutors

Resident Tutors will assist the Warden and College Office to discharge the following duties:

- Be on duty at the College hostel according to a roster schedule (including weekdays, Saturdays, Sundays and public holidays) approved by the Warden or the Senior Resident Tutor appointed;
- Take part in College communal dining based on a roster approved by the College Office and provide on-site support to College staff during communal dinners (e.g. attendance taking for students, promotion of College activities/ events or other specific duties as deemed appropriate by the Warden);
- Interact with residents on a regular basis, and help build an intimate and caring community;
- Submit an activity plan to the Warden for endorsement before the start of each term, and organize at least one to two hostel activities for residents per term;
- Provide guidance and support in organizing hostel activities on a regular basis to enhance communication and cooperation among students from various cultural

- background;
- Provide strong support to the Warden and College Office in performing administrative duties related to hostel management;
 - Present an exemplary role model to observe all hostel regulations, enforce these regulations, and assist the Warden and College Office in handling resident disciplinary cases;
 - Conduct regular patrols and room check at hostel, and report irregularities to the Warden once observed;
 - Hold a drop-in session at a designated location at the hostel for a specific time slot in the evening to answer residents' enquiries/ meet with residents/ sell overnight visitor tickets/ provide general assistance;
 - Provide general counseling and guidance to residents;
 - Provide prompt assistance to residents at times of emergencies/ whenever necessary;
 - Monitor residents' usage of hostel facilities, report users' feedbacks to the Warden via email/ during regular meetings, and recommend feasible improvement measures;
 - Perform any other duties as assigned by the Warden and College Office.

Residence

- The appointed Resident Tutors will be provided with free accommodation (single occupancy with private bath) at the College hostel during their service period. They are required to reside at the hostel to perform their routine duties or specific duties as assigned by the Warden and College Office.
- If Resident Tutors have to be away from the College hostel for more than 3 consecutive days during their service period owing to some specific reasons (e.g. conference in overseas countries, urgent family matters, duty leave, vacation leave), they are required to inform and seek the approval from the Warden via email at least two weeks before their leave days.

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 service period of Resident Tutors will normally last for one year and will start from 1 August 2016 tentatively. The exact service period is at the discretion of the College (normally until the end of the Summer Term) and subject to the performance review of the appointees.
- Meal costs for communal dining on Resident Tutors' duty days and electricity usage (at the basic usage level) will be covered by the College. They are required to settle extra electricity charges above the basic level.

Application

- Interested parties please download the **application form** from "What's New" of the College website (www.cuhk.edu.hk/cwchu) and return it to the CW Chu College Office (Room G02, CW Chu College, Campus Circuit North, CUHK), or send the

form to us via email (info.cwchu@cuhk.edu.hk) by **5:30 pm on 29 April 2016 (Friday)**. Please mark “Application for Resident Tutors – Confidential” on the envelope cover (if applicable).

- Shortlisted candidates will be invited to attend an interview in **May 2016**.

Enquiries

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