

Residential Officer (holding a substantive rank of Executive Officer II)

(Ref: 2400579)

Student Affairs Office

The University strives to make student halls a holistic living-learning environment that contributes to a positive campus life experience of residents, which is fundamental to self-actualization of potential and formation of values that guide their future development as intellectually active, socially caring, and globally aware professionals. There are four Government-funded student halls/quarters on Tai Po Campus, namely Northcote Hall, Grantham Hall, Robert Black Hall and the Jockey Club Student Quarters, providing about 2,000 residential places. All student halls are co-educational with around 550 students in each hall. Northcote, Grantham and Robert Black Halls each consists of 11 floors of 2 or 3-person shared study-bedrooms. Student-residents share communal facilities such as activity rooms, showers, toilets and pantries. For Jockey Club Student Quarters, it offers 6, 8, 9 and 12-person flats. Each flat has its own sitting/dining areas, terrace, bathrooms and kitchen.

Applications are now invited for the post of Residential Officer (with the substantive rank of Executive Officer II). The Residential Officer reports to the Hall Management Section of Student Affairs Office. Major responsibilities include organising hall life education (HLE) programme/activities, as well as activities that promote a green lifestyle in the hall community and other new initiatives, supporting the Warden/Assistant Warden in providing pastoral care and handling student-resident's disciplinary issues in accordance with the Residential Regulations, serving as the advisor to the Student Residents' Association (SRA) in the provision of HLE programmes/activities. He/She will also support other hall management duties including but not limited to hall admission, hall finance and facility management, committee service, and any other duties as assigned by the supervising officers in Student Affairs Office. The appointee will reside in a duty flat and is required to conduct activities and handle emergencies in the assigned student halls during non-office hours.

Applicants should possess a Bachelor's degree with several years of post-qualification working experience working with youth or in tertiary education setting. They should be highly self-motivated, attentive to details, and able to work under pressure to meet tight deadlines. They should also be a good coach and team player with strong project planning, interpersonal and communication skills, and high proficiency in English and Chinese (including Putonghua). Applicants with knowledge/experience in project/event/hall management and student development, will be highly prioritized.

Salary will be commensurate with qualifications and experience. Fringe benefits include leave and outpatient medical benefits.

The University only accepts and considers applications submitted online for this post. Applicants should complete the [online application form](#) and upload a full CV. **Review of applications will start from 19 June 2024, and will continue until the post is filled.** Applications which are incomplete or without the required documents may not be considered. Personal data provided by applicants will be used for recruitment and other employment-related purposes. For details of the Personal Information Collection Statement, please refer to <http://www.eduhk.hk/jobsopp/index.php?glang=en>.

All applications will be treated in strict confidence. Only those who are shortlisted will be contacted. The University reserves the right not to fill the position(s) advertised. Since the incumbent's work would involve contacts with persons aged under 18 and/or mentally incapacitated persons, prospective employee(s) will be required to undergo Sexual Conviction Record Check operated by the Hong Kong Police Force.

Further information about the University is available at <http://www.eduhk.hk>.

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