



Statement of Responsibilities for Resident Warden

Resident Warden is required to have the overall management of the Students' hostel that he/she lives in. Resident Warden maintains professional connections to the Diligentia College and internal departments. The main responsibilities of the Resident Warden are to provide intellectual and spiritual guidance, to organise and plan hostel activities, and to cultivate a sense of belonging in student residence. Resident Warden is asked for leadership to manage the team of Resident Tutors.

Key Tasks 主要責任

- To ensure that students comply with the Hostel rules and regulations, and to maintain the orderly management of the Hostel, providing a harmonious environment for the students;
- To support a wide range of hostel services for the students, including organising diverse activities and providing a balanced lifestyle support;
- To work closely with the internal departments to maintain the security and the use of public facilities in the Hostel; providing leadership amongst the internal departments;
- To participate in development and support training for Wardens, for the aspects of Health and Safety, Fire Safety, Hostel Administration, etc.;
- To perform their duties on carrying out the System of Student Merits in accordance with Student Hostel Regulations; and
- To supervise Resident Tutors of the Hostel.

Student Management 學生管理

- To provide professional guidance and consultation to students during the office hours; Regard to the students with special needs, it is expected to refer the student to the University's counselling support services;
- To cope with the hostel-based student affairs that reported by Resident Tutors,

including arranging room swapping cases, verifying leave notes, verifying the application of overstay visitors, and dealing with students' conflicts, etc.;

- To urgently address to the situation when the incidents and emergencies arise, especially relating to health, safety and general wellbeing of students; Pay attention to the follow-up issues, and record the cases into the report which is required to submit to the Residential Management Committee monthly;
- To manage the disciplines of students in Hostel with the System of Student Merits, ensuring the students follow the College Disciplinary Regulations; Regarding to the serious incidents and outrageous behaviours may happen, the Resident Warden may take the actions (Demerit, fine, issue a warning letter to the student, refer to the Student Disciplinary Committee or call the police);and
- To gather feedbacks from students, in order to preferably manage the Hostel and understand students' needs.

Communication and Management 沟通管理

- To maintain the good communication and team work with the internal departments in the CUHK(SZ); Written report is required to report to the Residential Management Committee monthly;
- To manage the Resident Tutors in Hostel with duty schedule and to ensure sufficient staffing during the holiday leave of Resident Tutors; The regular assessment of Resident Tutors is required by Resident Warden;
- To stay in touch with Resident tutors and students, in order to promptly deal with the emergencies and incidents; and
- To have good communication with the external agencies, including property management department, police, hospital, security personnel etc., ensuring that any security concerns, issues of public facilities and incidents could be preferably coped with and recorded.

Hostel Service 提供服务

- To maintain a good residential environment with disciplines and enjoyment of all students in residential hostels, including the issues of cleanliness, safety, public facilities and discipline; and
- To have regular checking on the public facilities in both public area and function rooms, making sure the Resident Tutor to contact the property management departments in time;

Hostel Culture 宿舍文化

- To embody the culture of the hostel by plan and organise diverse residential activities, providing physical and spiritual improvement of students, and cultivating the sense of belonging of the hostel;
- To have reasonable financial management in the expenditure of activities; and
- To commit humanistic care in the team of Resident Tutors and students.