**Position Description of Resident Tutor**

Resident Tutors (RTs) are student leaders in the College who proactively guide and help resident students, especially in college education, and ensure that the College offers a positive living and learning environment for all resident students.

RTs take responsibility for a number of residents under their care and organize floor activities to promote the communication of resident students. To support the aims of the Masters and management team of the College, RTs are expected to be highly visible in the College, accountable in discharging their duties and holding their position, and attend a variety of college activities.

**Reporting Lines**

RAs will report to the academic team of the College, including Master, Associate Master and Resident Fellows (RFs).

**Duties and Responsibilities**

**A) Leadership Responsibilities**

* Attend regular RT meetings. Attendance is mandatory;
* Assist in College education courses and timely finish the assignments by RFs;
* Assist in the College academic support programs as appropriate;
* Organize and conduct educational and recreational floor activities for students under your care. These activities should be varied and innovative and require follow through;
* Set up peer tutoring groups and caring network for students under your care;
* Organize regular floor meetings with students under your care;
* Ensure that all residents are warmly welcomed and orientated to college life, especially when they first arrive.

**B) General**

* Be familiar with college regulations and University regulations that pertain to college life and make sure that they are followed by resident students;
* Assist the college administration to disseminate information to students when required, and collect information when assigned;
* Attend training sessions pertinent to the undertaking of duties;
* Assist in fire drills and other events to ensure the safety and well-being of the residents;
* Regularly check levels of cleanliness (especially in floor pantry and common area), fire equipment, furnishings and fittings on the floor, and immediately report malfunctions to College Office.

1. **Community Development**

* Be the first point of call for all problems on the floor;
* Be visible in the College as a whole but especially on his or her floor;
* Closely cooperate with Resident Assistants (RAs) and House Association (HA) of the college and encourage residents to participate in college activities.

1. **Individual Care for Floor Members**

* Know and communicate with every student under your care. Be familiar with the background, personality, character and interests of these students. Special subtle attention shall be given to students who are shy or lacking in confidence;
* Act as intermediary in the resolution of inter-personal conflicts on the floor;
* Encourage participation in college activities and programs offered;
* Report immediately to the College if there are signs of any student having particular difficulties or suffering from depression or anxiety;
* Be familiar with student services offered by the College and by other departments of the University, such as counseling, careers advice, etc.;
* Always observe confidentiality when a college member confides in you except if the information given puts the resident or other resident at risk.

**Important Notes**:

* 1. Attendance at RT meetings during the academic year is essential. Unexcused failure to attend will result in removal from the position and forfeiture of benefits.
  2. Continuation in the position for the whole academic year is subject to a review towards the end of Semester I. Underperforming RTs will not be reappointed.
  3. In providing individual care to students, the RT is not expected to be an amateur psychologist, course counselor, or expert modifier of behavior. In fact they are strongly discouraged from giving direct and life shaping advice to students. Their role is to be dynamic organizers, to assist in development of junior College leaders, to be a friendly listener—a critical friend, and to identify possible problems, large or small. They should know when to solve problems by themselves and when to pass on appropriate concerns to college staff.
  4. RTs may take a maximum of one week’s leave during each semester not including public holidays and University vacation periods. Absences longer than that must be approved by the Master or Associate Master.
  5. If a RT plans to leave Macau and will not stay in the college overnight, please inform RF before your leave.

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