



聖保羅男女中學
ST. PAUL'S CO-EDUCATIONAL COLLEGE



Dormitory Officer

Responsibilities:

- Manage the dormitory's daily operations to ensure safety and well-being of dormitory students
- Do the room inspection on daily basis
- Take attendance of dormitory students regularly
- Liaise with parents on need basis
- Organize / facilitate dormitory activities
- Work schedule: 3:00 pm – 11:00 pm; on standby duty in the dormitory until 8:00 am
- Required to live in the dormitory. Single persons are welcome to apply

Requirements:

- Diploma / Degree holder with relevant working experience
- Candidates with experience in teaching, social work or training in theology preferred

Applicants are invited to apply by submitting an application letter together with resume showing current and expected salary by email to: adminoffice@spcc.edu.hk or by post to **Director of Administration, Administration Office, St. Paul's Co-educational College, 33 MacDonnell Road, Hong Kong.** Please mark "Confidential" and specify the post you apply for on the envelope. The successful candidate will be required to undergo Sexual Conviction Record Check (SCRC).

(All enquiries and applications will be treated in strict confidence and only used for employment related purposes.)