



## General Affairs Section

**Post:** Group Leader

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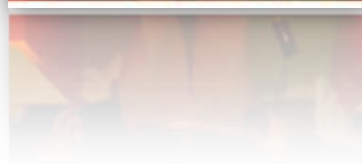
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### Portfolio:

1. Establishment and revision of related regulations
2. Reward and punishment guidelines
3. Regulations for leave-taking
4. Campus and students safety
5. Handling students accidents
6. Traffic control on school gate
7. Cadre counseling; supervision of their manner
8. Travel counseling and guidelines
9. Off campus activities counseling and coordination
10. Planning and counseling of Freshman Camps
11. Cadre training camps
12. School opening ceremony
13. Hooding and graduation ceremony
14. Counseling of organizing association of graduates and various activities
15. Counseling of organizing student council and various activities
16. Counseling of organizing weekly activities
17. Designing stands for charity bazaar
18. Maintaining orders of various activities
19. Handling improper parking of vehicles





## General Affairs Section

**Post:** Member

**Name:** Chung, Pei-Han

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### Portfolio:

1. Facility management of audio-visual classrooms and ordinary classrooms (including closing the door of Chapel in Praise of Jesus); helping teachers to operate equipment
2. Location management of weekly activities
3. Management of parking permits
4. Postpone payment of tuition
5. Management of student council's account (including handling delayed membership fees)
6. Management of association of graduates' account
7. Budget management
8. Student loans implementation
9. Sport cards implementation
10. Payment of credit fees for additional selection
11. Payment of registration fees for CSEPT (College Student English Proficiency Test)
12. Payment of cleaning fees
13. Application for tuition payment certification
14. Provision of audio-visual equipment, chalks and whiteboard markers
15. Weekly reports and announcement
16. Management and payroll of student workers responsible for cleaning
17. Management of baccalaureate gown