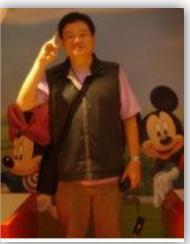


Post: Group Leader Name: Hsiao, Lung Sheng Personal e-mail: 99352@mail.wzu.edu.tw Official e-mail: ce3001@mail.wzu.edu.tw ce2001@mail.wzu.edu.tw

Ext.:3121

- 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







#### Post: Member

Name: Chien, Wei-Shan Personal e-mail: 99242@mail.wzu.edu.tw Official e-mail: ce3002@mail.wzu.edu.tw Ext.:3122

- 1. Registration, records and statistics of presence/absence
- 2. Hold meetings of Reward and Punishment Committee and keep minutes
- 3. Handling lost and found objects
- 4. Application and implementation of tuition and miscellaneous fees exemption
- 5. Print out the manual of Freshman Camp
- 6. Assisting cadre trainings
- 7. Assisting school opening, hooding and graduation ceremony
- 8. Military service operation
- 9. Seats arrangement for activities
- 10. Hold meetings of tutors and keep minutes
- 11. Participate in meetings held off campus
- 12. Website maintenance
- 13. Application and implementation of scholarships on/off campus
- 14. Implementation of scholarships for underprivileged students and management of service hours
- 15. Statistics of class meetings and suggestions





Post: Registered Nurse Name: Cai, Jia-Wen Personal e-mail: 99263@mail.wzu.edu.tw Official e-mail: sa3003@mail.wzu.edu.tw Ext.:2245



- 1. Operation for student accident insurance
- 2. Handling and records of accidents/emergency aid on campus
- 3. Recheck process of admission and transfer
- 4. Referral, follow-up and correction of abnormal health states
- 5. Counseling and records of students in specific health states
- 6. Speeches and activities in regard to health
- 7. Infectious disease prevention, health counseling and emergency aid trainings
- 8. Provision of first-aid kit, wheelchair, stick and medical instruments
- 9. Health information and announcement



Post: Staff of campus security Name: Wei, Huan-Lung Ext.:3121



- 1. Traffic control on school gate
- 2. Night patrol, safety on campus and handling accidents
- 3. Implement assignments instructed by Student Affairs Section