



Student Affairs Section

Post: Group Leader

Name: Hsiao, Lung Sheng

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Ext.:3121

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





Student Affairs Section

Post: Member

Name: Chien, Wei-Shan

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Ext.:3122



Portfolio:

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



Student Affairs Section

Post: Registered Nurse

Name: Cai, Jia-Wen

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Ext.:2245



Portfolio:

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



Student Affairs Section

Post: Staff of campus security

Name: Wei, Huan-Lung

Ext.:3121



Portfolio:

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