

# Staffs

Duties and Responsibilities	extension	email
<p>► <b>Chen, Hsin-Chen/</b> Senior Administrative Officer</p> <p>Managing the NCKU Project of Promoting Academic Excellence &amp; Developing World Class Research Centers. Coordinating projects in the Office of General Affairs. Drafting and editing reports for this office Executing ISO tasks.</p>	50505	z9708060@email.ncku.edu.tw
<p>► <b>Chen, Rong- Jie /</b>Senior Secretary</p> <p>Comprehensive Asset Custody Group Business</p>	50581	rongjie@mail.ncku.edu.tw
<p>► <b>Wu, Chin- Chueh/</b> Specialist</p> <p>Administrative computerization of the Department of development and implementation. Web HomePage maintenance and other information management. Executing TCUS tasks.</p>	50508	z9401004@email.ncku.edu.tw
<p>► <b>Ma, Chun-Lang/</b> Administrative Assistant</p> <p>Managing the schedule of the Vice President of General Affairs. Dealing with on-line messages. Managing purchasing affairs in this office.</p>	50507	em50501@email.ncku.edu.tw
<p>► <b>Tsai, Hui-Yu/</b> Assistant Administrator</p> <p>Compile various types of data, create meeting presentations, and edit documents. Consolidate and develop plans and reports. Conduct surveys and assess campus environments, and engage in activities related to creating a friendly campus. Assist in recording the meeting minutes of the Working Group of the Sustainable Campus Planning and Utilization Committee. Other temporary assignments.</p>	50509	z9604034@email.ncku.edu.tw
<p>► <b>Tsai, Pei-Yin/</b> Contract Staff</p> <p>Collecting and delivering documents. Others.</p>	50500	z10701001@email.ncku.edu.tw