

國立中央大學學生宿舍幹部職責

	學期初	學期中	學期末
宿舍職掌	<p>正副舍長</p> <ol style="list-style-type: none"> 1. 【協助】學期初開舍，鑰匙發送及儲藏室輪班事宜 2. 【協助】確認該宿舍開舍前寢室內物品是否整修完畢 3. 開舍前進行宿舍布置，包含公佈欄及交誼廳，新生宿舍包含寢室門牌 4. 開舍前進行宿舍各項公共設施之使用規範確定張貼 5. 開學後一個月內召開宿舍宿民大會，訂定該宿舍生活公約及各項自治規範。 6. 該舍舍民有任何反映協助反映給學校知悉 7. 協助教導宿舍報修網頁使用 8. 【協助】宿舍幹部訓練 9. 【協助】宿舍導師活動 	<p>正副舍長</p> <ol style="list-style-type: none"> 1. 排定宿民每周一次整理冰箱。 2. 每周一次巡視宿舍公共空間，並維持其整潔。 3. 排定宿民每周定期至文書組取信 4. 不定時取締走廊違規物品。 5. 辦理宿舍活動，經營宿舍 6. 【協助】宿舍內部整潔協助維護 7. 【協助】注意公共設施設備損壞及報修 8. 【協助】協助宿舍管理員清查床位 9. 【協助】不定期發送校內資訊給該舍同學 10. 【協助】宿舍導師活動 11. 該舍同學有任何反映協助反映給學校知悉 	<p>正副舍長</p> <ol style="list-style-type: none"> 1. 【協助】學期末協助管理員進行宿舍清潔檢查、扣款等關舍事宜 2. 【協助】有開放暑假，協助進行開舍鑰匙發送事宜 3. 與管理員討論關舍時儲藏室開放時間及排班人員
	<p>樓長</p> <ol style="list-style-type: none"> 1. 認識該樓所有住宿同學及確認學生 email 2. 【協助】學期初開舍，鑰匙發送及儲藏室輪班事宜 3. 【協助】確認該宿開舍前寢室內物品是否整修完畢 4. 開舍前進行宿舍各項公共設施之使用規範，確定張貼 5. 規劃宿舍活動 6. 參加宿舍法規研習 7. 【協助】宿舍幹部訓練 8. 【協助】宿舍導師活動 	<p>樓長</p> <ol style="list-style-type: none"> 1. 與舍長一同經營宿舍文化。 2. 每日輪班檢查自主打掃情況，需管理打掃狀況。 3. 每周一次整理、檢查冰箱。 4. 每周一次巡視宿舍公共空間，並維持其整潔。 5. 每周定期至文書組取信 6. 不定時取締走廊違規物品 7. 參與宿舍消防演練及逃生訓練 8. 協助辦理宿舍活動，經營宿舍 9. 樓長於開學後，選出各寢室長 10. 該舍同學有任何反映協助反映給學校知悉 11. 【協助】宿舍導師活動 	<p>樓長</p> <ol style="list-style-type: none"> 1. 【協助】學期末協助管理員進行宿舍清潔檢查事宜 2. 【協助】有開放暑假，協助進行開舍鑰匙發送事宜 3. 與管理員討論關舍時儲藏室開放時間及排班人

National Central University Student Dormitory Autonomous Officer
Responsibilities

	Beginning of School Term	During the School Term	End of School Term
Dormitory Responsibilities	<p><i>Head and Deputy Head of Dormitory</i></p> <ol style="list-style-type: none"> 1. “Assist” At the beginning of school term and at opening of dormitories, issuing keys and rotation for duties at the storage room 2. “Assist” Ensure the items in the rooms of the dormitories are complete and maintained before opening of dorm 3. Arranging of dormitories before its opening, including bulletin boards and social hall, new student dormitory to include door number of rooms 4. The scope and usage of all public facilities to be properly posted before the dormitories are opened 5. With one month of the start of school term, a dormitory residence meeting is convened, to establish the lifestyle conventions and autonomous rules and norms for that particular dormitory. 6. If residents of the particular dormitory has any need for assistance, to inform the university of it 7. Assist in teaching of the 	<p><i>Head and Deputy Head of Dormitory</i></p> <ol style="list-style-type: none"> 1. Arrange for residents to organize refrigerator once a week 2. Patrol the dormitory public spaces once a week and maintain their cleanliness 3. Arrange for residents to pick up letters at the Documents & Files Section once a week 4. To enforce banning of prohibited items in hallway from time to time 5. Conduct dormitory activities, manage dormitory 6. “Assist” Maintenance of cleanliness within the dormitory 7. “Assist” Pay attention to the damage of public facilities and equipment and to report the damages for fixing 8. “Assist” Assist the dormitory manager to check the beds 9. “Assist” Providing university related information to dormitory students from time to time 10. “Assist” Activities of 	<p><i>Head and Deputy Head of Dormitory</i></p> <ol style="list-style-type: none"> 1. “Assist” At the end of school term, assist manager with duties such as cleaning, checking, and fee deduction, etc. 2. “Assist” If the dormitory is open for summer residence, assist in issuing keys when the dormitory is open 3. Discuss with manager the available time slots of the storage rooms when the dormitory is closed and arranging rotation of staff

Annex II

<p>maintenance webpage of the dormitory</p> <p>8. “Assist” Training of dormitory officers</p> <p>9. “Assist” Activities of Dormitory Mentor</p>	<p>Dormitory Mentor</p> <p>11. If students of the particular dormitory has any need for assistance, to inform the university of it</p>	
<p><i>Head of Floor</i></p> <p>1. Getting to know all students of that floor and to verify student e-mail accounts</p> <p>2. “Assist” At the beginning of school term and at opening of dormitories, issuing keys and rotation for duties at the storage room</p> <p>3. “Assist” Ensure the items in the rooms of the dormitories are complete and maintained before opening of dorm</p> <p>4. Arranging of dormitories before its opening, ensure the actual posting of scope of usage of all public facilities in the dormitory.</p> <p>5. Planning of dormitory activities</p> <p>6. Participate in the study of dormitory regulations</p> <p>7. “Assist” Training of dormitory officers</p> <p>8.“Assist” Activities of Dormitory Mentor</p>	<p><i>Head of Floor</i></p> <p>1. Work together with head of dormitory to manage dormitory culture</p> <p>2. During daily rotation, to check the situation of cleaning on one’s own, need to manage the cleaning situation</p> <p>3. Once a week, to organize and check the refrigerator</p> <p>4. Patrol the dormitory public spaces once a week and maintain their cleanliness</p> <p>5. Arrange for residents to pick up letters at the Documents & Files Section once a week</p> <p>6. To enforce banning of prohibited items in hallway from time to time</p> <p>7. Participate in fire drills and escape training</p> <p>8. Conduct dormitory activities, manage dormitory</p> <p>9. After the start of the</p>	<p><i>Head of Floor</i></p> <p>1. “Assist” At the end of school term, assist manager with duties such as cleaning.</p> <p>2. “Assist” If the dormitory is open for summer residence, assist in issuing keys when the dormitory is open</p> <p>3. Discuss with manager the available time slots of the storage rooms when the dormitory is closed and arranging rotation of staff</p>

Annex II

		<p>school term, the Head of the Floor is to select the Head of each room</p> <p>10. If students of the particular dormitory has any need for assistance, to inform the university of it</p> <p>11. "Assist" Activities of Dormitory Mentor</p>	
--	--	--	--