

Section of Instructional Media Responsibilities

Title	Undertaker	Duties	Substitutes
Director	Lin, Jun-Jie leonjye@ntub.edu.tw (02)2322-6482	1. Supervising the Section of Instructional Media	Directors from other sections of NTUB Extension University
		2. Tasks assigned by the dean	
Administrative secretary	Xu, Tsai-yun sunny0811@ntub.edu.tw (02)2322-6483	1. Maintaining and managing the administrative operational system and network of NTUB Extension University.	Wen, Nian-Xiang, Liu, Li-Jen
		2. Updates, expansion, and maintenance of system software.	
		3. Purchasing, managing, and maintaining hardware and software of computer facilities at NTUB Extension University.	
		4. Inspection of instructional programs to be uploaded to the Internet.	
		5. Management of email and Facebook fan page of NTUB Extension University.	
		6. Procurement and property management for section of instructional media.	
		7. Miscellaneous tasks at the Dean's office.	
		8. Other tasks assigned by the supervisors.	