

## Hualien Branch Office Responsibilities

Title	Undertaker	Duties	Substitute
Administrative Secretary	Lee, Jia-Yin <a href="mailto:lees5220@ntub.edu.tw">lees5220@ntub.edu.tw</a> (03)8343-960	1. Affairs related to NTUB Extension University in the Hualien areas (i.e. student affairs, general affairs, educational administration, curriculum, registration, student recruitment).	Zhuang, Pei-Jun, Xu, Jun-Cheng
		2. Managing write-off payment of annual expenditure; designation of budgeting.	
		3. Affairs related to arrangement of teachers' course schedules and curriculum plan; handling of labor and health insurance and hourly fee payment.	
		4. Affairs related to students' registration, graduation, changes in enrollment status (i.e. transferring, taking a leave, dropping out), waiver of fees, military service deferment, lifelong learning passport; management of students' enrollment status and grades.	
		5. Chinese and English certificate of degree, diploma, certificate, application sheet, application of scholarships and subsidies.	
		6. Affairs related to students' course selection and course withdrawal, tuition refund, exam administration, test sheet preparation.	
		7. Registration and management of properties	
		8. Handling and managing official documentation	
		9. Affairs related to Alumni Association at Hualien	
		10. Other tasks assigned by the supervisor	

## Hualien Branch Office Responsibilities

Title	Undertaker	Job Responsibilities	Substitute Staff
Administrative Secretary	<p style="text-align: center;">Lee, Jia-Yin  <a href="mailto:lees5220@ntub.edu.tw">lees5220@ntub.edu.tw</a>            (03)8343-960</p>	1. Related businesses of the Air Training College of Hualien District (Student Affairs, General Affairs, educational affairs, Curriculum Section, Registration, and Admissions)	<p style="text-align: center;">Zhuang, Pei-Jun, Wu, Ya-Ting</p>
		2. Managing write-off payment of annual expenditure; designation of budgeting.	
		3. Affairs related to arrangement of teachers' course schedules and curriculum plan; handling of labor and health insurance and hourly fee payment.	
		4. Affairs related to students' registration, graduation, changes in enrollment status (i.e. transferring, taking a leave, dropping out), waiver of fees, military service deferment, lifelong learning passport; management of students' enrollment status and grades.	
		5. Chinese and English certificate of degree, diploma, certificate, application sheet, application of scholarships and subsidies.	
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