

## Taitung Branch Office Responsibilities

Title	Undertaker	Duties	Substitute
Administrative Team member	Xu, Ming-Zhu <a href="mailto:hsu8207@ntub.edu.tw">hsu8207@ntub.edu.tw</a> (089)343325	1. Planning and Execution of student recruitment affairs	Liu, Li-Jen Wen, Nian-Xiang
		2. Affairs related to student enrollment	
		3. Students' affairs	
		4. Affairs related to students' course selection and withdraw, arrangement of teachers' courses schedules.	
		5. Application of procurement and maintenance of properties.	
		6. Other tasks assigned by supervisors.	