

# 113學年度女生宿舍服務委員會幹部遴選公告

一、報名時間：04月08日(一)09:00至04月24日(三)12:00止。

二、服務地點：中興大學女生宿舍

三、應繳資料：

(一)報名表格：請自行下載附件填寫。

(二)上一學期學業成績單及其它有利於甄選之相關文件。

四、報名方式：應繳資料完備後送至女生宿舍服務中心辦理，始完成手續，逾期不候。

(※繳交資料時可填寫面試時間，每人5分鐘)。

五、遴選面試時間與地點：

(一)面試時間：04月25日(四)09:00-17:30。

(二)面試地點：服委辦公室(樸軒一樓三號電梯旁)。

(三)有意擔任網路管理員者需參與上機考，繳交資料時可填寫考試時間。

六、遴選結果公告：04月29日(一)上午10:00。

七、新任委員報到時間：04月30日(二)08:00-21:00至服務中心辦理報到。

(正取者逾期未報到視同放棄資格，服務中心將依序通知候補人員報到，不得異議)。

\*新任委員務必參加宿舍舉辦幹部訓練時間5/18(六)08:00-18:00(訓練時間如因特殊事件異動時，將另行通知)。

\*服務委員之遴選與考核依「國立中興大學學生宿舍服務委員會委員遴選與考核辦法」辦理。(辦法如有異動，將隨時公佈於住輔組最新消息)。

\*若有任何問題洽詢女生宿舍服務中心(04-22840612)。

女宿服務中心113年3月14日

## 國立中興大學女生宿舍服務委員會

名 額	主任委員 1 名/副主任委員 1 名/財務委員 2 名/樓層服務委員 31 名/庶務暨設備委員 2 名/網路管理委員 7 名，共計 44 名。 (*服務委員遴選擇優錄取，成績未達標準不足額錄取) (*本次遴選除正取名額外，得增列候補人員 8 名)	
資 格	1. 當學年度全體住宿生，包含已錄取本校研究所之畢業生 (欲休學、轉學者、準畢業生請勿報名遴選)。 2. 住宿一年以上，對宿舍管理事務具相當體認。 3. 上一學期學科總成績平均不得低於 60 分、操行成績不得低於 80 分。 4. 任期內未擔任學校社團及學生組織重要幹部者。 5. 住宿期間曾被勒令退宿、違規記點記錄三次(或逾 15 點)以上或曾自願放棄住宿者，不得報名遴選。 6. 財務委員需具記帳經歷或會計背景優先，無經驗亦可。	
職 掌	樓層服務委員	1. 緊急事故之初步處理與通知。 2. 傳達住宿輔導組與宿舍服務中心之訊息並執行指派之工作。 3. 協助各職務委員工作之推行。 4. 負責管理樓層之秩序及安全維護。 5. 負責對管理樓層違反住宿規定者之勸導及記點建議。 6. 宿舍內公布欄及各項公共設施之使用管理與協助清潔維護。 7. 宿舍公共區域修繕之申請與協助檢查公共區域清掃情形。 8. 每學期開學兩週內完成住宿生名單之核對、普查。 9. 協助辦理學生宿舍閉宿與暑假離宿驗收與各寢室公有財產清點。 10. 協助實施寢室內務檢查與電器安全檢查。 11. 負責學生宿舍每天 1 小時之值班。 12. 寒暑假、例假日及連續假期須輪值。 13. 其他交辦事項。
	財務委員	1. 緊急事故之初步處理與通知。 2. 傳達住宿輔導組與宿舍服務中心之訊息並執行指派之工作。 3. 協助各職務委員工作之推行。 4. 宿舍內公布欄及各項公共設施之使用管理與協助清潔維護。 5. 宿舍公共區域修繕之申請與協助檢查公共區域清掃情形。 6. 協助辦理學生宿舍閉宿行李寄放及領取管理。 7. 協助住宿生帳戶資料蒐集及核對。 8. 學年末水電費初步計算。 9. 學期間住宿生退宿換寢水電費計算。 10. 負責學生宿舍每天 1 小時之值班。 11. 寒暑假、例假日及連續假期須輪值。 12. 其他交辦事項
	庶務暨設備委員	1. 緊急事故之初步處理與通知。 2. 傳達住宿輔導組與宿舍服務中心之訊息並執行指派之工作。 3. 協助各職務委員工作之推行。 4. 宿舍內公布欄及各項公共設施之使用管理與協助清潔維護。 5. 宿舍公共區域修繕之申請與協助檢查公共區域清掃情形。 6. 協助辦理學生宿舍閉宿行李寄放及領取管理。 7. 學生宿舍車輛管理(車證申請作業、車證補發、輪值安排、違規車輛處理、廢棄車清理...等相關事宜)

	8. 公共冰箱管理。 9. 負責學生宿舍每天 1 小時之值班。 10. 寒暑假、例假日及連續假期須輪值。 11. 其他交辦事項
網路管理委員	1. 緊急事故之初步處理與通知。 2. 傳達計算機及資訊網路中心、住宿輔導組與宿舍服務中心之訊息並執行指派之工作。 3. 協助各職務委員工作之推行。 4. 協助辦理學生宿舍閉宿行李寄放及領取管理。 5. 參與計算機及資訊網路中心之會議。 6. 住宿生宿舍網路問題之排解。 7. 協助住宿生安裝與設定無線網路基地台。 8. 宿舍網路怠速時之回報與測速。 9. 期初及期末 IPMS 後台資料清理與更新。 10. 協助網路機房之設備檢查與電器安全檢查。 11. 負責學生宿舍每天 1 小時之值班。 12. 寒暑假、例假日及連續假期須輪值。 13. 其他交辦事項
權益	1. 保障任期內學生宿舍床位。 2. 期末考核成績獎懲依「國立中興大學學生宿舍服務委員會委員遴選與考核辦法」辦理。 3. 考核及格者頒發服務證明、簽請記功嘉獎。 4. 考核成績達 90 分頒發學生宿舍優秀服務委員獎勵金。

## **Announcement for the Selection of Dormitory Service Committee Members for Female Dormitory for the 113th Academic Year**

1. Application Period: **From April 8 (Mon) 09:00 to 12:00 on April 24 (Wed), 2024.**

2. Location: Female Dormitory

3. Required Documents:

(1) Application Form: Please download the attached form or obtain the application form from the service center

(2) Transcript from the previous semester and other relevant documents that may be beneficial for the selection process.

4. Application Method: After completing the required documents, submit them to the Female Dormitory Service Center to complete the procedure. Late applications will not be accepted. (※ When submitting the documents, you can schedule an interview time, 5 minutes per person).

5. Interview Time and Location:

(1) Interview Time: **April 25 (Thur), 09:00-18:00.**

(2) Interview Location: Conference Room on first floor of the Pu-Xuan Building (next to Elevator 3)

(3) If you are interested in working as a network administrator, you are required to take a computer-based test, and you can fill in the time of the test when you submit your information.

6. Announcement of Selection Results: 10:00 a.m. on April 29 (Mon).

7. On board Time for New Committee Members: April 30 (Tue), 08:30-21:00 at the Service Center (Those who fail to report during this time will be considered as having renounced their positions. The Service Center will then notify the next candidates in order. No objections will be accepted).

·New Committee Members must attend the committee member training organized by the dormitory on May 18 (Sat), 08:00-18:00 (If the training time is changed due to special circumstances, a separate notification will be provided).

·The selection and evaluation of Service Committee Members shall be conducted in accordance with the "Regulations for the Selection and Evaluation of Student Dormitory Service Committee Members at National Chung Hsing University" (Any updates to the regulations will be announced on the latest news section of the Student Housing Guidance Division website).

·For any questions, please contact the Female Dormitory Service Center (04-228400612).

**Female Dormitory Service Center, March 14, 2024**

## Positions for Female Dormitory Service Committee

Positions	<p><b>1 Chief Committee Member, 1 Deputy Chief Committee Member, 2 Finance Committee Members, 7 Network Committee Members, 31 Floor Service Committee Members, 2 General Affairs and Equipment Committee Members, totaling 44 positions.</b></p> <p>(* Service Committee Members will be selected based on merit. If the standards are not met, positions may not be fully filled)</p> <p>(* In addition to the regular positions, up to 8 alternate members may be included in this selection)</p>	
Qualifications	<p>1.Current residential students for the academic year, including those admitted to graduate programs at our university (those planning to take a leave of absence, transfer, or graduate should not apply).</p> <p>2.Have resided in the dormitory for at least one year and have a good understanding of dormitory management affairs.</p> <p>3.The overall academic performance in the previous semester must not be lower than 60 points, and the conduct score must not be lower than 80 points.</p> <p>4.Must not hold important positions in school clubs or student organizations during the term of service.</p> <p>5.Those who have been ordered to move out of the dormitory, have three or more disciplinary records or more than 15 demerit points, or have voluntarily given up their residence in the dormitory are not eligible to apply.</p> <p>6.Finance Committee Members should preferably have accounting experience or background, but those without experience can also apply.</p>	
Responsibilities	Floor Service Committee	<ol style="list-style-type: none"> <li>1. To handle and notify emergency situations.</li> <li>2. To convey messages from the Residential Counseling Unit and the Residential Services Center and to carry out assigned tasks.</li> <li>3. To assist in the implementation of the work of the Staff Members.</li> <li>4. Be responsible for the maintenance of order and safety on the management floors.</li> <li>5.Advise the management floor on the violation of the rules and regulations of the dormitory and make suggestions to the management floor.</li> <li>6. Manage the use of bulletin boards and public facilities in the dormitory and assist in cleaning and maintenance.</li> <li>7. To apply for the repair of the common areas of the dormitory and to assist in checking the cleanliness of the common areas.</li> <li>8. To complete the checking and census of the list of resident students within two weeks of the beginning of each semester.</li> <li>9. Assisting in the acceptance of students' dormitory closure and summer vacation departure and the inventory of each dormitory's public property.</li> <li>10. Assist in the implementation of dormitory housekeeping and electrical safety inspection.</li> <li>11. To be responsible for the duty of student dormitory for one hour every day.</li> <li>12. Be on duty during summer and winter vacations, regular holidays, and consecutive holidays.</li> <li>13. Other assignments.</li> </ol>
	Finance Committee	<ol style="list-style-type: none"> <li>1. To handle and notify emergency situations.</li> <li>2. To convey messages from the Residential Counseling Unit and the Residential Services Center and to carry out assigned tasks.</li> <li>3. To assist in the implementation of the work of the Staff Members.</li> <li>4. Manage the use of bulletin boards and public facilities in the dormitory and assist in cleaning and maintenance.</li> <li>5. To apply for the repair of the common areas of the dormitory and to assist in checking the cleanliness of the common areas.</li> <li>6. Assist in the management of baggage check-in and check-out in the student dormitory.</li> <li>7. Assist in the collection and verification of student account information.</li> <li>8.Calculate the utility fee at the end of the academic year.</li> <li>9. Calculate the utility fee for the dormitory students' withdrawal from the dormitory and change of sleep during the semester.</li> <li>10. To be responsible for the duty of student dormitory for one hour every day.</li> <li>11. Be on duty during summer and winter vacations, regular holidays, and consecutive holidays.</li> <li>12. Other assignments.</li> </ol>

	<p>Network Committee</p>	<ol style="list-style-type: none"> <li>1. To handle and notify emergency situations.</li> <li>2. To convey messages from the Residential Counseling Unit and the Residential Services Center and to carry out assigned tasks.</li> <li>3. To assist in the implementation of the work of the Staff Members.</li> <li>4. Manage the use of bulletin boards and public facilities in the dormitory and assist in cleaning and maintenance.</li> <li>5. To apply for the repair of the common areas of the dormitory and to assist in checking the cleanliness of the common areas.</li> <li>6. Assist in the management of baggage check-in and check-out in the student dormitory.</li> <li>7. Vehicle management in the dormitory (including handling of illegal vehicles) (General Affairs and Equipment Work Coordination - vehicle permit application, vehicle permit reissuance, duty shift arrangement, public refrigerator management,, abandoned vehicle removal, etc.).</li> </ol>
	<p>General Affairs and Equipment Committee Members</p>	<ol style="list-style-type: none"> <li>1. Initial handling and notification of emergencies.</li> <li>2. Communicate information from the Computer and Information Network Center, the Residential Counseling Unit, and the Residence Hall Service Center, and perform the duties assigned.</li> <li>3. Assisting in the implementation of the work of the various members of the Board of Trustees.</li> <li>4. Assist in the management of baggage check-in and baggage collection in the student dormitories.</li> <li>5. Participate in meetings of the Computer and Information Network Center.</li> <li>6. Troubleshooting network problems in the dormitory.</li> <li>7. Assist dormitory students in installing and setting up wireless network base stations.</li> <li>8. Reporting and measuring the speed of dormitory network idle.</li> <li>9. Cleaning and updating IPMS backend data at the beginning and end of the period.</li> <li>10. Assist in equipment inspection and electrical safety inspection in the network room.</li> <li>11. Responsible for one hour of duty per day in the student dormitory.</li> <li>12. Be on duty during summer and winter vacations, regular holidays, and consecutive holidays.</li> <li>13. Other duties</li> </ol>
<p><b>Benefits</b></p>	<ol style="list-style-type: none"> <li>1. Guaranteed dormitory bed during the term of service.</li> <li>2. End-of-term evaluation and rewards/penalties will be conducted in accordance with the "Regulations for the Selection and Evaluation of Student Dormitory Service Committee Members at National Chung Hsing University."</li> <li>3. Those who pass the evaluation will receive a service certificate and be recommended for commendation.</li> <li>4. Those with an evaluation score of 90 or above will receive the Outstanding Student Dormitory Service Committee Member Award and a monetary reward.</li> </ol>	