

銘傳大學 台北校區 服務學習認證行政單位暨工作需求表

Ming Chuan University Taipei Campus Service-Learning Accreditation Table of Administrative Units Requirements

編號 NO.	單位名稱 Units	督導 Supervisor	工作內容及服務學習具體說明 Requirements	申請地點 Location	連絡人 Contact	諮詢 分機 Ext.
1	圖書館閱覽組 Readers' Services Section, Library	曾麗芬老師 Ms. Tseng, Lih-Fen	圖書上架、圖書出納、環境清潔、書庫管理、協助期刊作業 Put books on shelves, check out books, cleaning tasks, book and periodical management	圖書館 Library	丁曼莉老師 Ms. Ding, Mann-Lih	2668
2	圖書館資訊組 Electronic Resources & Information Technology Section, Library	曾麗芬老師 Ms. Tseng, Lih-Fen	1.參考諮詢服務台值班 2.視聽及資訊檢索室維護 1. Front table shifts 2. On-line Retrieval and CD/DVD Public Use Area maintenance	圖書館 Library	何逸溱老師 Ms. Ho, Yi-Chen	2274
3	軍訓室 Military Training Office	所有教官 Drillmasters	文書作業、活動執行、辦公室例行工作 Paper work, activity implementation, routine office tasks	A 棟 1 樓 1F, A building	所有教官 Drillmasters	2237
4	資網處硬體維護組 Equipment Maintenance Section, Information and Network Division	陳瑞芳老師 Ms. Chen, Rei-Fang	1.負責所有上機問題諮詢 2.電腦教室設備及環境維護 1. Computer inquiry 2. Computer classroom facility and environment maintenance	F 棟 6 樓 6F, F building	陳瑞芳老師 Ms. Chen, Rei-Fang	2555
5	招生中心 Enrollment Center	關淑茹老師 Ms. Chueh, Su-Ju	銘傳大學的招生宣傳、簡介製作及新聞發佈(協助高中生校園參訪、學系介紹、服務、 支援大型活動如大學博覽會等) Student recruitment promotion, brochure production and news release. (Assist with high school student campus tours, department introductions, accommodating journalists, and activities such as University Fair.)	A 棟 3 樓 3F, A building.	賈若瑀老師 Ms. Mai, Juo-Yu	2271
6	秘書處新聞組 Journalism Section General Secretary's Division,	林妙影老師 Ms. Lin, Miaw-Ing	《銘傳一週》採訪、編輯、攝影、插畫等相關新聞編輯事宜 "Ming Chuan Weekly" interviewing, editing, photography, illustration and related news editing tasks	E202	陳瑞斌老師 Mr. Chen, Jui-Pin	2324
7	學務處衛保組 Campus Health	周家榮老師 Mr. Jou,	學習醫療照護及衛保組工作規劃、實施體驗 Learn medical care, assist in tasks of Campus Health Services Section and gain	A 棟 1 樓 1F, A building.	鄭毓翎老師 Ms. Cheng,	2714

	Services Section, Student Affairs Division	Jia-Rong	practical experience		Yu-Ling	
8	體育室 Physical Education Office	丁翠苓老師 Ms. Ting, Tsui-Ling	運動競賽規畫與執行及體適能提升、諮詢 Assist to plan and implement sports competitions and physical fitness promotion and inquiry	A 棟 1 樓 1F, A building.	吳明安老師 Mr. Wu, Ming-Min	2325
9	學務處生活輔導組 Student Advising Section, Student Affairs Division	鄭典誠老師 Mr. Cheng, Tien-Cheng	學習文書處理作業、諮詢服務、並學習待人處事及為人服務的精神與態度，增進思維 理則與應對能力，了解學校可提供之服務項目與申請作業方式 Learn administrative tasks, provide counseling service and learn the right spirit and attitude when dealing with things. Enhance thinking ability and proper attitude. Get to know the services the university provides and their application processes	A 棟 1 樓 1F, A building.	邱東福老師 Mr. Chiu, Tung-Fu 邱淑卿老師 Ms. Chiu, Shu-Chin	2502 2238
10	資網處系統發展組 System Development Section, Information and Network Division	蘇瑞元老師 Mr. Su, Rwei-Yuan	輔助網頁設計、主機和環境管理 Assist in webpage design, facility and environment maintenance.	F 棟 4 樓 4F, F building.	陳雯玉老師 Ms. Chen, Wen-Yu	2564
11	秘書處校友聯絡組 Alumni Relations Section, General Secretary's Division	張榮農老師 Mr. Chang, Jung-Nung	擔任校友諮詢窗口、協助校友網絡建構、接待服務、學習組織合作與非營利組織運作， 參與聯誼活動與會議準備。 Serve in alumni counseling window, assist in alumni network construction, provide hosting services, learn organizational cooperation and how to run a non-profit organization, participate in activities and prepare for meetings	A 棟 3 樓 3F, A building.	張榮農老師 Mr. Chang, Jung-Nung	2270
12	總務處事務組 Operations Section, General Affairs Division	溫永標老師 Mr. Wen, Yung-Biou	配合組內執行節能節約與環境維護工作。 Assist in section resources conservation policy and environment maintenance	A 棟 1 樓 1F, A building.	張美美老師 Ms. Chang, Mei-Mei	2681
13	教務處課務組 Curriculum Section, Academic Affairs Division	遲文麗老師 Ms. Chih, Wen-Li	課務工作之協助、體驗組織事務規劃、流程管控及專案實施。 Assist in curriculum section tasks, experience organizational task planning, procedure control and special case implementation	A 棟一樓 1F, A building.	林錦淑老師 Ms. Lin, Jin-Shu	2296
14	通識中心 General Education Center	康才媛老師 Ms. Kang, Tsai Yuan	協助藝文活動進行。 提供學生與藝術團隊學習、觀摩之機會，有利了解藝術產業。 Assist in the implementation of art and literary activities; Provide students opportunities to learn from art groups to enhance their understanding of art business	通識中心辦公 室 General Education Center Office	鍾慧貞老師 Ms. Chung, Hui-Chen	2766

15	學務處住服組 Housing Service Section, Student Affairs Division	劉義中老師 Mr. Liu, Yi-Chung	宿舍各項業務協助。(含清潔、櫃檯、文書、雜項) Assist in affairs of the dormitory (including cleaning tasks, front table shifts, paper work and others)	住服組 Housing Service Section	舍監 Dormitory Supervisor	2506
16	前程規劃處 諮商輔導中心 Counseling and Guidance Center, Career Planning and Counseling Division	孫乙仙老師 Ms. Sun, Yi-Shien	新生家長座談會服務工作小組、服務學習成果發表工作小組、服務學習研討會工作小組 Service team for Freshmen parental meeting, Service-Learning achievement sharing fair and Service-Learning Seminar	A 棟 2 樓 2 nd Floor in A Building	孫乙仙老師 Ms. Sun, Yi-shien	2269
17	國際學院 International College	劉國偉老師 Mr. Liu, Kuo-Wei	協助辦公室行政協助、擔任第二外語小老師、協助校內跨文化活動、協助各系學程系務發展 Assist in affairs of International College, on-campus intercultural activities, program development, and be a second language Teaching Assistant	D201	陳惠君老師 Ms. Chen, Hui-Chun	2409
18	銘報新聞 Ming Bau News	孔令信老師 Mr. Kung, Ling-Hsin	協助傳播學院對外新聞發佈及新聞攝影 Assist in news release and news photography of School of Communication	逸仙堂 3 樓 3 rd Floor in Sun Yat Sen Auditorium	邱郁姿老師 Ms. Chiu, Yu-Chih	2356
19	銘傳廣播電台 MCU Radio Station	黃心怡老師 Ms. Huang, Hsin-Yi	協助電台錄音室管理、每日節目編播 Assist in managing Radio Station and editing daily program	E 棟 6 樓 6 th Floor in E Building	黃心怡老師 Ms. Huang, Hsin-Yi	2484
20	廣播電視學系 Radio and TV Department	陳光毅老師 Mr. Chen, Kuang-Yi	學習服務師生、系辦公室諮詢服務、協助文書作業、維護網站資訊、辦公室環境清潔 Assist in serving faculty members and students, office inquiry, paper work, website maintenance, and office cleaning	台北校區 廣播電視學系 Radio and TV Department, Taipei Campus	林佳蓉老師 Ms. Lin, Jia-Rong	2352
21	銘傳電視台 MCU TV Station	裴倫老師 Mr. Pei, Luang	協助傳播學院影視相關實習器材管理並製作銘傳校園新聞 Assist in managing equipment related to video in the School of Communication and produce MCU Campus News	H 棟 6 樓 6 th Floor in H Building	裴倫老師 Mr. Pei, Luang	2470
22	企業管理學系 Business Administration Department	洪廣朋老師 Mr. Hung, Kuang-Peng	協助創業與就業實驗室營運與管理 Assist in managing the Entrepreneurship and Employment Lab	F508	王復暄老師 Mr. Wang, Fu-Siaung	2297
23	國際企業學系 International Business	陳琇里老師 Ms. Chen, Hsiu-Li	外賓接待、協助系友會、專題講座、研討會...等活動舉辦之協助事宜 Assist with Alumni Association, Special Topic Lecture and Symposia, and briefing for department visitors	國企系辦公室 Office of International	林昱伶老師 Ms. Lin, Yuh-Ling	2319

	Department			Business Department		
24	前程規劃處 職涯發展中心 Career Development Center, Career Planning and Counseling Division	王智立老師 Mr. Wang, Chih-Li	協助各項職涯規劃活動管理與就業市場情況分析 Assist in managing career planning activities and analysis on employment market	A 棟 2 樓 2 nd Floor in A Building	林品妤老師 Ms. Lin, Ping-Yu	2268
25	華語訓練中心 Mandarin Studies and Culture Center	李藍瑜老師 Ms. Lee, Lan-Yu	協助外籍生學習華語，促成學生跨文化交流，以增進國際視野並拓展個人生活領域。 Assist in students in Mandarin Studies and Culture Center learning Chinese, promote the interaction between domestic and international students, and broaden life experience.	A 棟 2 樓 2 nd Floor in A Building	余沛諳老師 Ms. Yu, Pei-Chun	2405