

銘傳大學 桃園校區 服務學習認證行政單位暨工作需求表

Ming Chuan University Taoyuan 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.
B01	資訊網路處 Information and Network Division	林惠玉專員 Ms. Lin, Hui-Yu	※電腦教室環境清潔、櫃檯諮詢 1.了解校務服務系統的關聯性及負責單位 2.了解維護管理電腦教室的責任及義務 3.台北市政府 Wi-fi 檢測。 4. E 化教室設備檢測 ※Computer classroom cleaning; Front desk consulting. 1. Understand the connection between administrative affairs system and responsible sections. 2. Understand the duty and obligation of computer classroom management. 3. Taipei city Wi-fi test. 4. E classroom equipment test.	CC 棟 1 樓 1F, CC building	林惠玉老師 Ms. Lin, Hui-Yu	3817
B02	產學暨推廣處 Industry-academia Collaboration and University Extension Division	王素珠專員 Ms. Wang, Su-Zhu	了解及服務龜山鄉「鄉民大學」終生研習活動 Understand and serve the life-long learners of "Community College" activities in Guishan District.	產學暨推廣處 Industry-acad emia Collaboration and University Extension Division	王素珠老師 Ms. Wang, Su-Zhu	3109
B03	國際教育交流處 International Education and Exchange Division	劉廣華處長 Mr. Liu, Kuang-Hua	1.招生工作支援：如，資料建檔、影印、各國教育展資料整理 2.獎學金計畫支援：如，申請者資料建檔、成績 Key-in、消息發佈 3.國際交流支援：如，外賓及交換生接機、外賓校園參訪、學伴計畫 4.行政業務支援：如，校內外表演、經驗分享 1. Assist in student recruitment: For example, establishing data, making	國教處 Q 棟 1 樓 International Education and Exchange	朱亭佳老師 Ms. Ju, Ting-Jia	3703

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			<p>copies and compiling education exhibition information from varies countries.</p> <p>2. Assist in scholarship program: For example, applicants' data archiving, key-in scores and releasing news.</p> <p>3. Assist in international exchange: For example, picking up exchange students and foreign guests; tutoring programs; accompanying foreign guests to visit campus.</p> <p>4. Assist in administration affairs. For example: experience sharing, on-/off-campus performance</p>	Division 1F, Q building		
B04	前程規劃處 Career Planning and Counseling Division	陳柏宇主任 Mr. Chen, Po-Yu	<p>《職涯輔導組》各項職涯規劃活動之服務與就業市場情況分析協助 註：下學期企業博覽會需大量人力協助</p> <p>《Career Counseling and Placement Section》 Assist in planning various career activities and employment market analysis. Note: Need manpower for Enterprise Fair in 2nd semester</p>	S212 辦公室 S212 Office	王彥老師 Mr. Wang, Yan	3962
			<p>《服務學習組》桃園校區學生服務學習相關紀錄歸檔、活動協助</p> <p>《Service Learning Section》 File students' Service- Learning records; Assist in activity implementation.</p>		呂佳倫老師 Ms. Lu, Chia-Lun	5089
		孫丕琳主任 Ms. Sun, Yi-Shien	<p>《諮商輔導組》心理衛生推廣活動協助、大型活動工作小組、協助</p> <p>《Counseling and Guidance Section》 Assist in promoting mental health events.</p>	Q101 辦公室 Q101 Office	黃啟翔老師 Mr. Huang, Qi-Xiang	3312
B05	圖書館閱覽組 Acquisitions and Cataloguing Section, Library	何麗淑組長 Ms. Ho, Li-Shu	<p>※認識圖書館參考諮詢服務之內容、學習圖書資料編排上架之方法、學習過期期刊裝訂作業之流程、協助館內環境維護及門禁系統管制。</p> <p>在本組服務學習學生可以強化圖書資訊蒐集之能力與瞭解檔案資料分類管理的方法。</p> <p>※Understand the content of consulting service; learn the method to set the books in order; learn the procedure to bind the non-current periodicals; assist in environmental maintenance; control curfew hours.</p>	圖書館 1 樓 1F, Library Office	何麗淑老師 Ms. Ho, Li-Shu	3131

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			※Students can enhance their ability of data collection and understand data classification methods through their service.			
B06	圖書館採編組 Acquisitions and Cataloguing Section, Library	叢培瑜組長 Ms. Tsung, Pei-Yu	※查核複本、下載網路推薦資料、論文資料抄編、加工作業、驗收及驗證到館新書、新書移送閱覽等。在本組工作可學習新書從採購、分編加工整個流程，有助對新書到館作業的瞭解。 ※Check copies; Download useful information from Internet; transcribe thesis information; extra work; check and deliver new books. Understand the process of purchasing, cataloguing, and new arrivals.	圖書館 2 樓 2F, Library	叢培瑜老師 Ms. Tsung, Pei-Yu	3308
B07	秘書處新聞組 General Secretary's Division	林妙影組長 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 《MC Weekly》 Gather material, editing, photography, illustration and so on.	P 棟 1 樓 1F, P building	陳瑞斌老師 Mr. Chen	2324
B08	通識教育中心 General Education Center	劉久清老師 Mr. Liu, Chiu-Ching	協助通識教育中心活動 Assist in activity implementation.	通識中心 General Education Center	康才媛老師 Ms. Kang, Cai-Yuan	2766
B09	師資培育中心 Teacher Education Center	洪敏玲組長 Ms. Hung, Min-Ling	協助活動進行、與師資生分享做文化交流 Assist in activity implementation, sharing cultural experiences.	師培中心 Teacher Education Center	洪敏玲老師 Ms. Hung, Min-Ling	3273
B10	教學暨學習資源中心 Teaching and Learning Resources Center	遲文麗主任 Ms. Chih, Wen-Li	1.協助教師及學生研習活動辦理 2.協助辦公室力行工作、一般性文書處理 1. Assist teachers and students in research and study. 2. Assist in routine office tasks and paper work.	CC205 辦公室 CC205, CC building	陳逸榛老師 Ms. Chen, Yi-Zhen	3660
B11	桃園行政處 Taoyuan Campus Administration Division	陳克琛副處長 Mr. Chen, Ker-Chang	1.支援校外貴賓蒞校訪問時之服務工作 2.面對同學及師長之諮詢服務 3.協助張貼公告及資料影印分送 4.每日協助維持環境整潔	桃園行政處 Taoyuan Campus Administratio	陳姃玫老師 Ms. Chen, Jin-Mei	3105

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			1. Assist in accompanying foreign visitors 2. Front desk service for faculty members and students. 3. Assist in posting announcements, delivering and copying data. 4. Assist in cleaning environment every day	n		
B12	學務組 Taoyuan Student Affairs Section	鄭典誠組長 Mr. Cheng, Tien-Cheng	1.親善大使服務團：協助新生定向輔導各項系列服務支援工作 2.春暉服務隊：協助藥物濫用、愛滋、香菸、檳榔、酗酒危害宣導 3.交通安全小天使：協助交通安全宣導 4.薪火相傳志工團：協助畢業典禮各項服務支援工作 1. Goodwill Ambassador Association: Assist in New Student Orientation. 2. Spring Sun Service Club: Assist in informing about the disadvantages of drug abuse, AIDS, cigarette smoking, chewing betel nuts, and alcoholism. 3. Street Angel: Assist with traffic security around schools. 4. Pass on the tradition: Assist in Graduation Ceremony	Q棟1樓 學務組 1F, Q building Student Affairs	洽業務負責教 官 Staff of Taoyuan Student Affairs Section	
			1.宿舍自治幹部服務學習(宿舍清潔、櫃台、文書、雜項) 2.提供宿舍(櫃台、志工、宿舍書院、清潔、文書等)服務學習、生活輔導、學習輔導、培育校園人才 1. Assist in affairs of the dormitory (including cleaning tasks, front table shifts, paper work and others) 2. Assist in affairs of the dormitory (including cleaning tasks, front table shifts, paper work and others) Provide academic, life counseling and cultivate talent.	校內/校外宿舍 Dormitory.	武耀威老師 Mr. Wu, Yao-Wei	3116
B13	教務組 Taoyuan Academic Affairs Section	顏昌明組長 Mr. Yen, Chang-Ming	輔導選課、協助申請證明文件、協助招生引導 註：下學期大學甄選入學考試(面試)需大量人力支援 Assist in course selection, certificate application and students recruitment. Note: Need manpower for Joint Entrance Examination of Universities (interview) in 2 nd semester	Q棟1樓 教務組 1F, Q building Academic Affairs	陳慧貞老師 Ms. Chen, Hui-Zhen	3269

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B14	總務組 Taoyuan General Affairs Section	黃金鵬組長 Mr. Huang, Chin-Peng	共同打造舒適.整潔.節能校園環境 Assist in campus environment maintenance.	Q 棟 1 樓 總務組 1F, Q building General Affairs	洽業務負責老 師 Staff of Taoyuan General Affairs Section	
B15	體育室 Physical Education Office	丁翠苓主任 Ms. Ting, Tsui-Ling	運動競賽規畫與執行及體適能提升、諮詢 Assist in planning and implementation of sports competitions, and the promotion and consultation of physical fitness	體育館 4 樓 4F, Gym	陳巧鵬老師 Ms. Chen, Chiao-Chuan	3313
B16	醫務室 Health Center	胡厚文組長 Ms. Hu, Hou-Wen (Amy)	簡易醫療工作及文書處理 Simple medical affairs and paper work.	Q 棟 1 樓 醫務室 1F, Q building Health Center	蔡惠雅老師 Ms. Tsai, Hui-Ya	3172
B17	夜間行政組 Taoyuan Evening Class	陳陵萱組長 Ms. Chen, Ling-Shiuan	※認識校園環安概念，增加安全管理及環境維護相關知識，協助推動校區「環安工作」，透過環安工作的推動，能增進學生對「實驗室」、「實習工廠」之安全衛生知識、有害事業廢棄物管理及災害預防應變之技能 ※ Understand the concept of campus environment protection and security, gain more relevant knowledge about security management and environment maintenance and assist in promoting campus environmental safety affairs. Students gain more knowledge and skills about safety and hygiene in labs or internship factory.	Q 棟 1 樓 夜間行政組 1F, Q building Evening Administratio n	陳陵萱老師 Ms. Chen, Ling-Shiuan	3122
B18	成功行政暨能源管理 組 Chengkung Administration and Energy Management	林祐徵組長 Mr. Lin, Yow-Jeng	※協助推動「校園環境美化暨資源再利用工作」 讓學生養成珍惜地球資源、回收物重複利用及愛惜校區環境的習慣，期能使學生培養負責任、盡本分及愛護學校的目的 ※ Assist in campus environment maintenance and reusing resources Nurture students with good habit in treasuring the earth, recycling waste, and campus environment. Expect students can cultivate responsibility, doing	Q 棟 1 樓 成能組 1F, Q building Chengkung Area Administratio	林祐徵老師 Mr. Lin, You-Zheng	3678

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	Section		their best and love the university.	n Section		
B19	課外活動組 Extracurricular Activities Section	閻建政組長 Mr. Yen, Jian-Zheng	※協助社團發展、服務體認、創造力培訓 1.提供服務檔案、企劃書、各項服務資訊交流及落實之平台 2.開設各類服務課程、經驗分享課程 ※Assist in club development, service and creativity cultivation. 1. Provide the platform of service data, project and so on. 2. Provide all kinds of service courses and experience sharing courses.	體育館 4 樓 4F, Gym Mr. Su	粟立心老師 Ms. Su, Li-Xin	3113
B20	華語訓練中心 Mandarin Studies and Culture Center	秦子紘主任 Mr. Qin, Tzu-Hung)	1.協助活動場地佈置 2.協助校內或校外活動進行 3.協助文件製作、海報等 4.華語義工，協助外籍學生練習中文 5.協助臨時交辦事務 1. Assist in decorating the venue for activities 2. Assist in on-/off campus activities. 3. Assist in making documents, posters and so on. 4. Chinese volunteer, assist foreigner students in practicing Chinese. 5. Assistance in assigned general affairs.	華語中心 Mandarin Studies and Culture Center	華語中心老師 Staff of Mandarin Studies and Culture Center	2405/ 3333
B21	國際學生顧問室 Office of International Student Service	王家驊主任 Dr. Wang, Chia-Hua (Walter)	協助國際生認識學校文化及適應校園生活；提升英語溝通能力 1.增進對異國文化的認識及跨文化之互動經驗 2.藉由個人組織即表達技巧的練習，培養自信，大方的氣質與態度 3.參與學生生活活動之規劃、安排與執行，體驗溝通協調與互助等敬業樂群之真諦 Assist international students to understand campus culture and assimilate to campus life; promote English communication capacity 1.Enhance cross-cultural understanding and inter-cultural experiences 2. Nurture confidence, generous temperament and attitude through	國際學生 顧問室 Office of International Student Service	莊璧憶老師 Ms. Chuang, Bi-Yi (Betty)	3311

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			personal organization and practice of expression skills 3. Experience the true meaning of dedication and enjoyment towards the work of communication, coordination and cooperation through participation in planning, arranging and implementing student activities			
B22	資訊學院 School of Information Technology	余珮瑤專員 Ms. Yu, Pei-Yeu	培養文書處理、簡報應用軟體的能力、培養電腦安裝維修的能力、教學設備架設維護、環境清潔等 Cultivate the abilities of document processing, software application for presentation, computer installation and repair, environment cleaning and so on.	資訊學院 辦公室 School of Information Technology	余珮瑤老師 Ms. Yu, Pei-Yeu	3721
B23	電腦與通訊工程學系 Department of Information and Telecommunication Engineering	系主任 Chairperson	1.協助各實驗室之研究發展；例如實驗室研究成果的展現、設備維護、網頁製作 2.電通系舉辦活動之共同策劃、執行；例如：招生活動、系友大會、家長座談會 3.文書作業、協助各項活動、維持環境整潔及辦公室例行工作 1.Assist in research development of each lab, such as presentation of lab research results, equipment maintenance and webpage production 2.Hold activities with Information and Telecommunications Engineering Department, such as recruitment, department alumni association meeting and parent workshop 3.Assist in processing paperwork, holding activities, cleaning the environment and carrying out routine office work	電通系辦公室 Department of Information and Telecommuni- cations Engineering office	吳佳薇老師 Ms. Wu, Chia-Wei	3392
B24	資訊管理學系 Department of Information Management	鄭文茵專員 Cheng, Wen-Yin	※電腦軟硬體設備暨網路與機房維護管理 1.藉由服務過程體認設備維護的過程而更加珍惜設備之使用。 2.藉由服務的過程中可學習到電腦故障之排除及熟悉軟體的安裝，更可以在課堂中隨時支援老師排除簡易的電腦問題。 3.藉由服務的過程更加體認機房的規則是人性非制度性，更可以推廣到週遭的同學。 ※.協助系上活動執行及庶務事項處理	資管系辦公室 Department of Information Management office	邱觀彥老師 Mr. Chiu, Guan-Yan	3528

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			※Maintain the soft and hardware of the computer Internet and generator room management. 1. By servicing can understand the process of maintaining the equipment and treasure it. 2. By servicing can learn how to deal with the broken computer and also help teacher to use the computer. 3. By servicing can realize the rule of the generator room is humanity instead of institutionalization and let other students know this information. ※ Assist in executing activities and handling general affairs.			
B25	資訊傳播工程學系 Department of Computer and Communication Engineering	系主任 Chairperson	S405 電腦教室維護、招生活動協助、協助其他系活動之辦理 Maintain S405 computer classroom, assist in student recruitment and other activities of the department.	資傳系辦公室 Department of Computer and Communicati on Engineering	邱盈心老師 Ms. Chiu, Ying-Xin	3320
B26	資訊工程學系 Department of Computer Science and Information Engineering	系主任 Chairperson	1.資訊工程系電腦軟硬體設備維護管理、協助其他系活動之辦理 2.至幸福國小、福源國小、龜山國小、山頂國小進行資訊服務工作 1. Assist in maintaining computer hardware and software equipment of the department. 2. Information service for some elementary schools.	資工系辦公室 Department of computer Science a& Information Engineering office	林欣瑜老師 Ms. Lin, Shi-Yu	3322

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B27	電子工程學系 Department of Electronic Engineering	系主任 Chairperson	<p>1.協助電子系活動辦理、各實驗室之研究發展。 2.電子系高中體驗營、系友大會、家長座談會等活動之協助與執行 3.電子系招生相關活動舉辦之協助與執行 4.協助充實各實驗室之發展，例如實驗室研究成果的展現、設備維護、網頁管理...等</p> <p>1. Assist in activities held by the EE Department and the research development of each lab. 2. Assist in and implement the activities of camp for senior high school students, alumni association meeting and parents workshop. 3. Assist in and implement the activities of recruitment for EE Department. 4. Assist in the development of each lab, such as lab research result presentation, equipment maintenance and website management.</p>	電子系辦公室 Department of Electronic Engineering Office	余昭靜老師 Ms. Yu, Chao-Ching	3394
B28	都市規劃與防災學系 Department of Urban Planning and Disaster Management	系主任 Chairperson	<p>協助系上活動執行及庶務事項處理 Assist in executing activities and handling general affairs.</p>	都防系辦公室 Department of Urban Planning and Disaster Management office	王欣螢老師 Ms. Wang, Xin-Ying	3283
B29	數位媒體設計學系 Department of Digital Media Design	系主任 Chairperson	<p>1.負責電腦教室設備及環境清潔、櫃台諮詢 2.負責系教室打造舒適、整潔、節能環境 3.協助系學會發展、服務體認、創造力培訓 4.文書作業、協助各項活動及辦公室例行工作</p> <p>1. Be responsible for the equipment and environment cleaning of the computer classrooms, and front desk consulting. 2. Be responsible for the classroom cleaning. 3. Assist in the development of Student Association, service and creation</p>	數媒系辦公室 Department of Digital Media Design office	傅玟盛老師 Mr. Fu, Wen-Sheng	3757

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			cultivation. 4. Assist in paper work, activities and routine office tasks.			
B30	商業設計學系 Department of Commercial Design	系主任 Chairperson	1.設計環境營造 2.協助系所推動國際化 1. Assist in designing campus environment. 2. Assist the department in promoting internationalization.	商設系辦公室 Department of Commercial Design	郭珠娟老師 Ms. Kuo, Chu-Chuan	3761
B31	商品設計學系 Department of Product Design	系主任 Chairperson	1.設計環境營造。2.協助系上活動執行 3.系友問卷調查 1.Establish design environment 2.Assist in activity implementation 3. Conduct alumni survey	品設系辦公室 Department of Product Design office	廖柏昱老師 Ms. Liao, Bo-Yu	3161
B32	建築學系 Department of Architecture	系主任 Chairperson	負責系所專題演講、選課宣導、設計相關競賽活動成果報告 Be responsible for lectures, course selection guidance, and design the competition achievement report related to design.	建築系辦公室 Department of Architecture office	張照聆老師 Ms. Chang, Zhao-Ling	3157
B33	商業設計學系攝影棚 Photography Studio, Department of Commercial Design	商設系主任 Chairperson of Department of Commercial Design	協助攝影棚器材管理及空間整潔 Assist in managing equipment and cleaning Photography Studio	商設系辦公室 Department of Commercial Design	楊峰榮老師 Mr. Yang, Feng-Long	3148
B34	應用英語學系 Department of Applied English	系主任 Chairperson	1.每年三月份為期 2~3 天之國際英語教學研討會、系上活動相關事務 2.語言交談區之服務學習 3.系辦及自學中心義工服務 1. Assist in International Conference and Workshops, which are held during March every year. 2. Service learning in language exchange area.	應英系辦公室 Department of Applied English office	胡國潔老師 Ms. Hu, Guo-Jie	3211

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.
			3. Be a volunteer for the department office and self-learning center			
B35	應用中文學系 Department of Applied Chinese	系主任 Chairperson	1.華語小老師 2.協助每年舉辦之學術研討會 3.文書作業、協助各項活動及辦公室之例行工作 4.接待外賓參訪 5.環境清潔 1. Chinese Teaching Assistant. 2. Assist in academic conferences held every year. 3. Paper work, assist in activity implementation and routine office tasks. 4. Accompany honored guests. 5. Clean the environment.	應中系辦公室 Department of Applied Chinese office	楊秀芬老師 Ms. Yang, Xiu-Fen	3217
B36	應用日語學系 Department of Applied Japanese	呂志福老師 Mr. Lu, Chih-Fu	1.協助辦理日語學術研討會、系所專題演講、日語相關競賽活動 2.協助辦公室例行工作、一般性文書處理 3.協助接待外賓參訪、維護環境清潔 4.協助照顧姐妹校日籍交換生 5.輔導第二外語或系上一年級學生日語之學習 1. Assist in Japanese Academic conference, lectures and competition related to Japanese. 2. Assist in routine office tasks and general paper work. 3. Assist in accompanying honored guests and cleaning the environment. 4. Assist in taking care of exchange students. 5. Assist first-year students and students who learn Japanese as second language.	應日系辦公室 Department of Applied Japanese office	曾詩婷老師 Ms. Tseng, Shi-Ting	3224
B37	華語文教學學系 Department of Teaching Chinese as	系主任 Chairperson	1.學生擔任華語小老師 2.透過小老師制度，學生可提升與接觸教學的實質層面 1. Serve as Chinese Teaching Assistant.	華教系辦公室 Department of Teaching	謝和儒老師 Ms. Hsieh, Ho-Zhu	3662

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.
	a Second Language		2. Student can promote their teaching experience through serving as Chinese Teaching Assistant.	Chinese as a Second Language office		
B38	生物科技學系 Department of Biotechnology	系主任 Chairperson	文書作業、協助活動、辦公室例行工作 Paper work, activity implementation, routine office tasks.	生科系辦公室 Department of Biotechnology office	金晴嵐老師 Ms. Jin, Qing-Lan	3505
B39	醫療資訊與管理學系 Department of Healthcare Information and Management	系主任 Chairperson	1.協助實驗室設備維護及環境清潔 2.協助系上專題演講、學術研討會及其他各類活動之支援 3.專業教室清潔工作 4.文書處理等工作 1. Assist in maintaining equipment and cleaning lab environment 2. Assist in lecture, academic seminar and other activities. 3. Professional classroom cleaning. 4. Paper work	醫管系辦公室 Office of Department of Healthcare Information and Management	曾靜儀老師 Ms. Tseng, Jing-Yi	3396
B40	應用統計與資料科學系 Department of Applied Statistics and Information Science	系主任 Chairperson	1.畢業生及系友問卷調查 2.協助高中體驗營、系友大會、家長座談會等活動之協助與執行 3.協助招生相關活動舉辦之協助與執行 4.協助系學會發展 5.支援選課宣導 6.協助文書處理 7.維持環境整潔 8.教學指導 1. Survey of graduating students 2. Assist in and implement the activities of camp for senior high school	統資系辦公室 Department of Applied Statistics and Information Science Office	林怡君老師 Ms. Lin, Yi-Jun	3251

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.
			students, alumni association meeting and parents workshop. 3. Assist in and implement the activities of recruitment 4. Assist in the development of Student Association 5. Course selection guidance 6. Paperwork 7. Environment cleaning 8. Learning guidance			
B41	經濟與金融學系 Department of Economics and Finance	系主任 Chairperson	文書處理、空間整潔、系友問卷調查 Paper work, environment cleaning and survey of alumni.	經濟系辦公室 Department of Economics office	鄧紫婕老師 Ms. Deng, Zi-Jie	3241
B42	觀光學院 School of Tourism	院長 Dean	1.協助活動辦理、學生校內外實習單位認定、資料文書處理、建立檔案 2.貴賓參訪服務學習、餐飲服務等工作 1. Assist in activities, affairs of students' on-/off-campus internship, paper work and data archiving. 2. Accompany honored guests to visit at MCU and assist in food service.	觀光學院辦公室 School of Tourism	宋祖芳老師 Ms. Sung, Zu-Fen	3202
B43	餐旅管理學系 Department of Hospitality Management	系主任 Chairperson	1.協助辦公室例行工作、一般性文書處理、環境清潔 2.支援專業教室(教學廚房、教學旅館、cafe409)校內外貴賓蒞校訪問時之午宴服務、接待、營運、活動安排等相關工作 3.協助臨時交辦事務 1. Assist in administration, paperwork and environment cleaning. 2. Assist in accompanying off-campus visitors for lunch, reception, operation and activity arrangements in the professional classrooms (Teaching Kitchen, Teaching Hotel and café409). 3. Assist with assigned general affairs.	餐旅系辦公室 Department of Hospitality Management Office	吳玉如老師 Ms. Wu, Yu-Ru	3257
B44	公共事務學系 Department of	系主任 Chairperson	協助辦理本系各項活動、學習溝通、協調、拓展人際關係 Assist in activities, and learn the communication, coordination and	公事系辦公室 Department	黃憶如老師 Ms.	3675

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.
	Public Affairs		expansion of relationship.	of Public Affairs office	Huang,Yi-Ru	
B45	國際學院 International College	院長 Dean	1.協助辦公室行政工作及環境整潔 2.擔任英文小老師或第二外語如韓語小老師 3.協助跨文化活動 4.協助各學程系務發展(含辦理各項活動、資料整理等) 1. Assist in administration and environment cleaning. 2. Serve as Teaching Assistant for English or other second language, such as Korean Teaching Assistant. 3. Assist in cross-cultural activities. 4. Assist in the development for each program (including holding various activities and data compilation)	國際學院 辦公室 International College office	劉詠欣老師 Ms. Liu, Yong-Xin	3298
B46	犯罪防治學系 Department of Criminal Justice	系主任 Chairperson	1.協助處理犯防系務 2.配合辦理犯防系統籌活動 1. Help to deal with administration. 2. Assist in activities.	犯防系辦公室 Department of Criminal Justice office	張秋萍老師 Ms. Chang, Qiu-Ping	3776
B47	休閒遊憩管理學系 Department of Leisure & Recreation Admin	系主任 Chairperson	1.協助系上行政事務、對外聯繫(例校友、校內單位)、協助舉辦與籌劃系上相關活動與成果展 2.桃園火車站旅遊服務中心服務人員 1. Assist in administration, outward service (alumni, administration) and activities. 2. Be a clerk in travel center in Taoyuan Train Station.	休憩系辦公室 Department of Leisure & Recreation Admin office	曾冬鈺老師 Ms. Tseng, Dong-Yu	5095
B48	觀光事業學系 Department of Tourism	系主任 Chairperson	1.協助系上行政事務、對外聯繫(例校友、校內單位)、協助舉辦與籌劃系上相關活動與成果展 2.產學旅行社、空勤模擬教室、教學旅館、基河會館 1. Assist in administration, outward service (alumni, administration) and	觀光系辦公室 Department of Tourism office	潘佐璫老師 Mr. Pan, Zuo-Gem	5317

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.
			activities. 2. Industry-University Collaborative Travel Agency, Flight Service Simulation Room, Teaching Hotel, Jihe Campus.			
B49	諮商與工商心理學系 Department of Counseling and I/O Psych	系主任 Chairperson	1.協助系上相關事務 2.學習 Office 作業系統、待人接物技巧、人際溝通能力提升 1. Assist in administration 2. Learn to use Office operating system, get along with people and improve the communication ability.	心理系辦公室 Department of Counseling and I/O Psych office	葉欣怡老師 Ms. Yeh, Xin-Yi	3677
B50	國際學院資訊學程 International College of Applied Computing	系主任 Chairperson	1.與系務發展有關之活動協助 2.跨文化活動協助、與校外單外合作之活動協助 1. Assist in activities. 2. Assist in cross-culture activities and outside cooperation activities.	資訊學程 辦公室 International College of Applied Computing office	邱郁靖老師 Ms. Chiou ,Yu-Jing	3195
B51	國際學院外交學程 International College of International Affairs & Diplomacy	系主任 Chairperson	1.協助辦公室行政事務 2.協助舉辦系上各類活動 3.協助系上教師之行政、文書事務 1. Assist in administration 2. Assist in activities 3. Assist in teacher' s paper work	外交學程 辦公室 International College of International Affairs & Diplomacy office	張惠婷老師 Ms. Chang, Hui-Ting	3300
B52	生物醫學工程學系 Department of Biomedical Engineering	系主任 Chairperson	整合課堂所學應用於學習活動規劃安排、團隊合作、領導與問題解決之能力，於實 作服務中學習應對進退禮儀 Integrate the ability from lesson to apply in arrange in activities, teamwork, lead and deal with problems. Learn the etiquette from servicing.	醫工系辦公室 Department of Biomedical Engineering	劉中惠老師 Ms. Liu, Zhong-Hui	3658

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				office		
B53	設計學院 School of Design	蔡秀玲專員 Ms. Tsai, Xiu-Ling	1.協助相關文書處理、海報設計及各出版品排版及校對 2.協助設計學院各景點介紹及引導 3.協助設計學院各電腦教室的軟、硬體設備維護 1. Assist in paperwork, poster design and proofreading publishing 2. Assist in introducing scenic spots in School of Design. 3. Maintain the soft and hardware of the computer in School of Design.	設計學院辦公室 School of Design office	易秀瑜老師 Ms. Yi, Xiu-Yu	3147
B54	英語教學中心 English Language Center	洪靜嫻老師 Ms. Hung, Ching-Hsien (Ada)	數位學伴線上課業輔導 Online Tutoring for after school' s learning	英語中心 English Language Center	章美玲老師 Ms. Chang, Mei-Ling	3177
B55	藝術中心 Arts Center	黃建森老師 Mr. Huang, Chien-Sen	協助整理藝術中心資料、參訪接待及環境整潔維護 Assist in paperwork, accompany honored guests to visit at MCU and environment cleaning.	藝術中心 Arts Center	趙開萬老師 Mr. Chao, Kai-Wan	3291
B56	國際學院觀光學程 Travel and Tourism Program	系主任 Chairperson	1.協助辦公室行政事務 2.協助舉辦系上各類活動 1. Assist in administration 2. Assist in activities	觀光學程辦公 室 Travel and Tourism Program office	戴淑敏老師 Ms. Dai, Shu-Min	3332
B57	金融科技學程 Finance Technology Applications Program	系主任 Chairperson	1.協助學程行政事務與環境整理 2.協助舉辦與籌劃學程相關活動與成果展 1. Assist in administration and environment cleaning. 2. Assist in administration and activities.	金科學程辦公 室 Finance Technology Applications	洪詩涵老師 Ms. Hong, Shi-Han	5384

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				Program office		
B58	動漫文創設計學程 Animation and Comic Creative Industries Design Program	系主任 Chairperson	1.協助文件整理與建檔、海報等文宣品製作 2.協助學程內招生服務、資料建檔、環境美化、社區服務等 1. Assist in making documents, posters and so on. 2. Assist in and implement the activities of recruitment and establish design environment	動漫學程辦公 室 Animation and Comic Creative Industries Design Program office	洪季君老師 Ms. Hong, Ji-Jun	3757