

## 國立中央大學學生宿舍幹部職責

	學期初	學期中	學期末
宿舍職掌	<p><b>正副舍長</b></p> <ol style="list-style-type: none"> <li>1. 【協助】學期初開舍，鑰匙發送及儲藏室輪班事宜</li> <li>2. 【協助】確認該宿舍開舍前寢室內物品是否整修完畢</li> <li>3. 開舍前進行宿舍布置，包含公佈欄及交誼廳，新生宿舍包含寢室門牌</li> <li>4. 開舍前進行宿舍各項公共設施之使用規範確定張貼</li> <li>5. 開學後一個月內召開宿舍宿民大會，訂定該宿舍生活公約及各項自治規範。</li> <li>6. 該舍舍民有任何反映協助反映給學校知悉</li> <li>7. 協助教導宿舍報修網頁使用</li> <li>8. 【協助】宿舍幹部訓練</li> <li>9. 【協助】宿舍導師活動</li> </ol>	<p><b>正副舍長</b></p> <ol style="list-style-type: none"> <li>1. 排定宿民每周一次整理冰箱。</li> <li>2. 每周一次巡視宿舍公共空間，並維持其整潔。</li> <li>3. 排定宿民每周定期至文書組取信</li> <li>4. 不定時取締走廊違規物品。</li> <li>5. 辦理宿舍活動，經營宿舍</li> <li>6. 【協助】宿舍內部整潔協助維護</li> <li>7. 【協助】注意公共設施設備損壞及報修</li> <li>8. 【協助】協助宿舍管理員清查床位</li> <li>9. 【協助】不定期發送校內資訊給該舍同學</li> <li>10. 【協助】宿舍導師活動</li> <li>11. 該舍同學有任何反映協助反映給學校知悉</li> </ol>	<p><b>正副舍長</b></p> <ol style="list-style-type: none"> <li>1. 【協助】學期末協助管理員進行宿舍清潔檢查、扣款等關舍事宜</li> <li>2. 【協助】有開放暑假，協助進行開舍鑰匙發送事宜</li> <li>3. 與管理員討論關舍時儲藏室開放時間及排班人員</li> </ol>
	<p><b>樓長</b></p> <ol style="list-style-type: none"> <li>1. 認識該樓所有住宿同學及確認學生 email</li> <li>2. 【協助】學期初開舍，鑰匙發送及儲藏室輪班事宜</li> <li>3. 【協助】確認該宿開舍前寢室內物品是否整修完畢</li> <li>4. 開舍前進行宿舍各項公共設施之使用規範，確定張貼</li> <li>5. 規劃宿舍活動</li> <li>6. 參加宿舍法規研習</li> <li>7. 【協助】宿舍幹部訓練</li> <li>8. 【協助】宿舍導師活動</li> </ol>	<p><b>樓長</b></p> <ol style="list-style-type: none"> <li>1. 與舍長一同經營宿舍文化。</li> <li>2. 每日輪班檢查自主打掃情況，需管理打掃狀況。</li> <li>3. 每周一次整理、檢查冰箱。</li> <li>4. 每周一次巡視宿舍公共空間，並維持其整潔。</li> <li>5. 每周定期至文書組取信</li> <li>6. 不定時取締走廊違規物品</li> <li>7. 參與宿舍消防演練及逃生訓練</li> <li>8. 協助辦理宿舍活動，經營宿舍</li> <li>9. 樓長於開學後，選出各寢室長</li> <li>10. 該舍同學有任何反映協助反映給學校知悉</li> <li>11. 【協助】宿舍導師活動</li> </ol>	<p><b>樓長</b></p> <ol style="list-style-type: none"> <li>1. 【協助】學期末協助管理員進行宿舍清潔檢查事宜</li> <li>2. 【協助】有開放暑假，協助進行開舍鑰匙發送事宜</li> <li>3. 與管理員討論關舍時儲藏室開放時間及排班人</li> </ol>

National Central University Student Dormitory Autonomous Officer  
Responsibilities

	Beginning of School Term	During the School Term	End of School Term
Dormitory Responsibilities	<p><b><i>Head and Deputy Head of Dormitory</i></b></p> <ol style="list-style-type: none"> <li>1. “Assist” At the beginning of school term and at opening of dormitories, issuing keys and rotation for duties at the storage room</li> <li>2. “Assist” Ensure the items in the rooms of the dormitories are complete and maintained before opening of dorm</li> <li>3. Arranging of dormitories before its opening, including bulletin boards and social hall, new student dormitory to include door number of rooms</li> <li>4. The scope and usage of all public facilities to be properly posted before the dormitories are opened</li> <li>5. With one month of the start of school term, a dormitory residence meeting is convened, to establish the lifestyle conventions and autonomous rules and norms for that particular dormitory.</li> <li>6. If residents of the particular dormitory has any need for assistance, to inform the university of it</li> <li>7. Assist in teaching of the</li> </ol>	<p><b><i>Head and Deputy Head of Dormitory</i></b></p> <ol style="list-style-type: none"> <li>1. Arrange for residents to organize refrigerator once a week</li> <li>2. Patrol the dormitory public spaces once a week and maintain their cleanliness</li> <li>3. Arrange for residents to pick up letters at the Documents &amp; Files Section once a week</li> <li>4. To enforce banning of prohibited items in hallway from time to time</li> <li>5. Conduct dormitory activities, manage dormitory</li> <li>6. “Assist” Maintenance of cleanliness within the dormitory</li> <li>7. “Assist” Pay attention to the damage of public facilities and equipment and to report the damages for fixing</li> <li>8. “Assist” Assist the dormitory manager to check the beds</li> <li>9. “Assist” Providing university related information to dormitory students from time to time</li> <li>10. “Assist” Activities of</li> </ol>	<p><b><i>Head and Deputy Head of Dormitory</i></b></p> <ol style="list-style-type: none"> <li>1. “Assist” At the end of school term, assist manager with duties such as cleaning, checking, and fee deduction, etc.</li> <li>2. “Assist” If the dormitory is open for summer residence, assist in issuing keys when the dormitory is open</li> <li>3. Discuss with manager the available time slots of the storage rooms when the dormitory is closed and arranging rotation of staff</li> </ol>

Annex II

<p>maintenance webpage of the dormitory</p> <p>8. “Assist” Training of dormitory officers</p> <p>9. “Assist” Activities of Dormitory Mentor</p>	<p>Dormitory Mentor</p> <p>11. If students of the particular dormitory has any need for assistance, to inform the university of it</p>	
<p><b><i>Head of Floor</i></b></p> <p>1. Getting to know all students of that floor and to verify student e-mail accounts</p> <p>2. “Assist” At the beginning of school term and at opening of dormitories, issuing keys and rotation for duties at the storage room</p> <p>3. “Assist” Ensure the items in the rooms of the dormitories are complete and maintained before opening of dorm</p> <p>4. Arranging of dormitories before its opening, ensure the actual posting of scope of usage of all public facilities in the dormitory.</p> <p>5. Planning of dormitory activities</p> <p>6. Participate in the study of dormitory regulations</p> <p>7. “Assist” Training of dormitory officers</p> <p>8.“Assist” Activities of Dormitory Mentor</p>	<p><b><i>Head of Floor</i></b></p> <p>1. Work together with head of dormitory to manage dormitory culture</p> <p>2. During daily rotation, to check the situation of cleaning on one’s own, need to manage the cleaning situation</p> <p>3. Once a week, to organize and check the refrigerator</p> <p>4. Patrol the dormitory public spaces once a week and maintain their cleanliness</p> <p>5. Arrange for residents to pick up letters at the Documents &amp; Files Section once a week</p> <p>6. To enforce banning of prohibited items in hallway from time to time</p> <p>7. Participate in fire drills and escape training</p> <p>8. Conduct dormitory activities, manage dormitory</p> <p>9. After the start of the</p>	<p><b><i>Head of Floor</i></b></p> <p>1. “Assist” At the end of school term, assist manager with duties such as cleaning.</p> <p>2. “Assist” If the dormitory is open for summer residence, assist in issuing keys when the dormitory is open</p> <p>3. Discuss with manager the available time slots of the storage rooms when the dormitory is closed and arranging rotation of staff</p>

Annex II

		<p>school term, the Head of the Floor is to select the Head of each room</p> <p>10. If students of the particular dormitory has any need for assistance, to inform the university of it</p> <p>11. "Assist" Activities of Dormitory Mentor</p>	
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