

國立成功大學學生宿舍服務幹部設置要點

National Cheng Kung University Directions for Dormitory Service Officers

101. 04. 16 100 學年度第 2 學期第 2 次住宿服務組組務會議通過
Approved by the 2nd Meeting of the Housing Service Division in 2nd Semester of Academic Year 2011-12 on April 16, 2012
103. 09. 23 103 學年度第 1 學期第 2 次住宿服務組組務會議修正通過
Approved by the 2nd Meeting of the Housing Service Division in 1st Semester of Academic Year 2014-15 on September 23, 2014
107. 04. 11 106 學年度第 2 學期第 2 次住宿服務組組務會議修正通過
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108. 08. 07 108 學年度第 1 學期第 1 次住宿服務組組務會議修正通過
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110. 04. 14 109 學年度第 2 學期第 2 次住宿服務組組務會議修正通過
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113. 02. 26 112 學年度第 2 學期第 1 次住宿服務組組務會議修正通過
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一、國立成功大學(以下簡稱本校)為提升宿舍行政效率與服務品質，並執行學生宿舍各項管理暨服務工作，特依據本校宿舍管理規則第二條訂定本要點。

1. In order to improve the administrative efficiency and service quality of the dormitory, and to manage the student dormitory, National Cheng Kung University (hereinafter referred to as the University) hereby formulates these directions in accordance with Article 2 of the Student Dormitory Regulations.

二、本要點名詞定義，如下：

2. Definitions of terms are as follows:

(一)學生宿舍服務幹部(以下簡稱宿舍幹部)：係指本校之在學學生，依其意願為居民服務而領有工讀金者。

(1) Dormitory service officer (hereinafter referred to as "service officer"): The student of the University who has received a salary or scholarship in accordance with his/her willingness to serve the residents.

(二)宿舍幹部分為舍長與樓長。

(2) Dormitory service officers are divided into dormitory heads and floor heads.

三、宿舍幹部之員額：學生宿舍各舍得設置舍長一名，另設置樓長員額如附表。

3. Posts for dormitory service officers: The number of students applying for service officers is shown in the attached table.

(一)附表樓長員額得由各棟宿舍業管輔導員於配額上限內自行調整。

(二)各棟宿舍外籍生超過(含)60人，得再增加1名。

(三)暑假期間，各棟宿舍幹部員額至多1名。

(四)必要時依宿舍實際工作需求報請組長核准後增減之。

(4) If necessary, the number of service officers can be increased or decreased according to the actual needs of the dormitory with the approval of the Director of the Housing Service Division.

四、宿舍幹部工讀期別及時數：

4. Qualifications for dormitory service officers:

(一)工讀期別，每個學年度分為三期，總計12個月：

1. 第一學期：係指當年9月1日至隔年1月31日，共計5個月。

2. 第二學期：係指當年2月1日至6月30日，共計5個月。

3. 暑假：係指當年7月1日至8月31日，共計2個月。

(二)工讀時數：第一及第二學期，每人總時數上限為160小時，暑假每人總時數上限為80小時，每月工讀時數由宿舍輔導員視工作需求分配。必要時依宿舍實際工作需求報請組長核准後增減之。

(2) If necessary, the number of service officers can be increased or decreased according to the actual needs of the dormitory with the approval of the Director of the Housing Service Division.

五、宿舍幹部應具資格：

5. Qualifications for dormitory service officers:

(一)無宿舍違規記點。

(1) Have no dormitory violation points.

(二)未在本校其他單位工讀。

(2) Do not work for other units of the University.

(三)以具有任職學年度之住宿生優先錄用，如無適合人選，得錄用非住宿生。

(3) Dormitory residents in the current academic year are preferred. If no suitable candidates are available, non-residential students may be employed.

六、宿舍幹部之選任：樓長由宿舍輔導員邀集管理員或宿舍幹部審查與面試之；舍長應由宿舍輔導員於表現良好之樓長中選任。

6. Selection and appointment of dormitory service officers: The resident counselor will invite the dormitory management personnel or dormitory service officers to examine and interview the floor head. The dormitory head should be chosen from the floor head who has good performance by the resident counselor.

七、宿舍幹部督導、考核及解除資格：

7. Supervision, assessment and disqualification of dormitory service officers:

(一)宿舍幹部工作績效由宿舍輔導員及管理員共同督導與考核之。遇有工作不力或未盡力執行本要點第七點所訂之職掌與工作內容者，應立即勸導改善，並記錄之。

(1) The performance of dormitory service officers shall be supervised and assessed by resident counselors and dormitory management personnel. If a dormitory service officer fails to perform his/her duties as stipulated in Article 7 of these directions, resident counselors and dormitory management personnel shall immediately correct him/her and record his/her work

(二)各宿舍幹部如有違反本要點及相關規定或服務熱忱不足、未盡應盡之義務，或行為不當足以破壞宿舍幹部形象及名譽者，由宿舍輔導員與管理員討論並取得共識後解除其資格。

(2) Any dormitory service officer who violates these directions and relevant regulations, or whose service enthusiasm is not enough, or whose behavior is improper enough to damage the image and reputation of dormitory service officers, shall be disqualified after discussion and consensus between resident counselor and dormitory management personnel.

八、宿舍幹部職掌與工作內容：

8. Responsibilities and duties of dormitory service officers:

(一)樓長

(1) Floor head

1. 轉達與宣導學校政策及相關規定。

A. To publicize school policy and related regulations.

2. 反應居民意見及宿舍相關事項興革建議。

B. To reflect residents' opinions and related matters in the dormitory.

3. 執行宿舍相關規定之行政作業。

C. To implement the Student Dormitory Regulations and the dormitory code of conduct.

4. 接受居民或親自舉發違規事件，並執行違規取締，另向宿舍輔導員報告或反映。

D. To take report of violations or report violations personally, enforce violations and ban, and report to resident counselors.

5. 執行宿舍水電等節約能源管制措施，並關閉公共設施電源。

E. To implement energy conservation measures and turn off power to public facilities.

6. 策劃辦理宿舍活動。

F. To plan and handle dormitory activities.

7. 整理及催繳住宿資料卡，更新門禁資料及管理寢室鑰匙，並隨時查核與更新。

G. To assist in the establishment of the floor resident roster and accommodation information card, build files on key cards, manage dormitory keys, and check and update the system at any time.

8. 實施宿舍居民定期普查與不定期抽查。

H. To carry out regular census and random check of dormitory residents

9. 辦理進住、離宿清點手續及電表抄表與收費。

I. To process check-in and check-out of the residents, meter reading and charge

10. 排定值班時間執行各項公務。

J. To accept and handle the residents' application for various affairs at the designated place (service room) in the scheduled duty hours.

11. 不定時巡視舍區，預防各種災害及危險；遇有緊急或特殊事件，應向宿舍值勤人員及校安中心通報。

K. To patrol the housing area from time to time to prevent disasters and dangers and notify the dormitory staff on duty and school security center in case of emergency or special incident.

12. 參加舍務會議。

L. To attend dormitory meetings.

13. 於舍長不克出席時，接受舍長或輔導員委派，代表舍長出席會議。

M. To attend meeting on behalf of the dormitory head by appointment of dormitory head or resident counselor when dormitory head cannot attend the meeting.

14. 其他臨時交辦事項。

N. Other temporary assignments

(二) 舍長

(2) Dormitory head

1. 與樓長共同執行樓長所列第 1 至 12 款之職務。

A. To perform the duties listed in subparagraphs 1 to 12 of the previous paragraph with floor heads.

2. 義務列席學生宿舍自治委員會會議，並轉達會議決議。

B. To attend the meetings of Self-governed Committee of Student Dormitories and convey the resolution of the meetings.

3. 得以代表該宿舍之名義對外參與公共事務。

C. To participate in public affairs on behalf of the dormitory.

4. 其他臨時交辦事項。

D. Other temporary assignments.

九、宿舍幹部之權利：

9. Rights of dormitory service officers:

(一) 舍長由住宿服務組依任職表現，簽請核發服務證書。

(1) The Housing Service Division will sign and issue a service certificate for the service officer based on his/her performance.

(二) 領取工讀金(依學校相關規定辦理)。

(2) Remuneration (according to relevant regulations of the University)

(三) 福利：

(3) Benefits:

1. 舍長於任職學年度中(暑假除外)表現稱職，經輔導員考核通過，可獲得優良記點，每月最多以一點為限，考核重點如下：

A. Dormitory head who has performed well in the academic year (except summer vacation) and has passed the counselor's assessment will be awarded excellent points, up to one point per month. The performance indicators are as follows:

(1) 協助辦理進住。

(a) To assist with the check-in.

(2) 協助辦理離宿清點手續及電表抄表與收費。

(b) To assist in checking out, meter reading and charging.

(3) 實施宿舍居民定期普查與不定期抽查。

(c) To carry out regular census and random check of dormitory residents.

(4) 協助辦理宿舍活動。

(d) To assist with dormitory activities.

- (5) 出席幹部訓練。
 - (e) To attend service officer training.
 - (6) 出席舍務會議。
 - (f) To attend dormitory meeting.
 - (7) 出席宿委大會。
 - (g) To attend the dormitory committee meeting.
 - (8) 整理住宿資料卡。
 - (h) To organize accommodation information cards.
 - (9) 違規取締與巡視宿舍。
 - (i) To report violations of dorm regulations and conduct dormitory patrol.
 - (10) 更新門禁資料。
 - (j) To update the information of card key.
 - (11) 催收費用。
 - (k) To collect fees.
 - (12) 協助處理緊急或特殊事件。
 - (l) To assist with emergency or special events
 - (13) 完成臨時交辦事項。To complete temporary assignments.
 - (m) To complete temporary assignments
2. 舍長如未取得任職當學年之床位，得以提出申請保留床位，唯需義務執行宿舍服務40小時。

B.If the dormitory head has not obtained a bed for the academic year, he/she may apply for the reservation of the bed, provided that he/she is obliged to perform the voluntary dormitory service for 40 hours.

(四)離職或遭解除資格者取消上述各款權利。

(4) Those who leave office or are disqualified shall be deprived of the above rights.

十、宿舍幹部之義務：

10. Obligations of dormitory service officers

- (一)確實執行本要點第七條所訂之職掌與工作內容。
- (1) To carry out the duties specified in Article 7 of these directions.
- (二)應出席本要點所定之各種會議。
- (2) To attend all meetings as set out in these directions.
- (三)確實執行住宿服務組律定之宿舍行政措施。
- (3) To implement the dormitory administrative measures as prescribed by the Housing Service Division.
- (四)接受宿舍行政及輔導、管理人員之指導。
- (4) To receive guidance from dormitory administrators and supervisors.
- (五)參與宿舍自治委員會舉辦之幹部研習會議。
- (5) To participate in the service officer training session held by the Self-governed Committee of Student Dormitories.

十一、為適時宣達宿舍行政措施、解決宿舍實際問題、統一行政做法、交換工作心得與經驗分享，宿舍幹部須參加每月由輔導員或舍長召集之舍務會議，必要時得邀集管理員出席。會議記錄應於會議後五天內，送宿舍輔導員轉陳住宿服務組組長核閱；必要時得上陳學生事務長核定或提交學生宿舍服務暨輔導委員會審議。各項會議決議事項，得依實際情況納入追蹤與管考。

11. In order to timely publicize the administrative measures of dormitory, solve the practical problems of dormitory, unify the administrative practice, and exchange the working experience, the dormitory service officers shall attend the monthly dormitory meeting called by the resident counselor or the dormitory head. The dormitory management personnel may be invited to the meeting when necessary. The meeting minutes should be sent by resident counselor to the director of Housing Service Division for review within 5 days after the meeting. If necessary, it may be submitted to Vice President for Student Affairs for approval or to the Student Dormitory Services and Counseling Committee for examination. All matters decided at the meeting may be followed up and examined according to the actual situation.

- 十二、 為利宿舍行政工作之推動，宿舍幹部因選任不足額，或因故離職時，得由宿舍輔導員遴選符合資格者遞補之。
12. For operation of the dormitory work, the resident counselors may choose qualified service officers to fill in when not enough dormitory service officers are elected or when service officers resign.
- 十三、 宿舍幹部有違反工作紀律與倫理，其情節嚴重者，或其他行為有損害團體榮譽者，依本校學生獎懲要點議處。
13. The dormitory service officer who seriously violates the code of conduct and ethics, or damages the honor of the group, will be punished according to the Directions for Student Rewards and Penalties.
- 十四、 本要點經住宿服務組組務會議通過後實施，修正時亦同。
14. These directions shall be implemented after being approved at the meeting of Housing Service Division and shall be amended in the same manner.

*本要點中英對譯，如有差異以中文文意為主。

* These regulations are enacted in Chinese, which shall prevail in case of any discrepancy between the English translation and the Chinese original.

附表 Table:

國立成功大學幹部配額統計一覽表 List of NCKU dormitory student workers

宿舍別 Dormitory	床位數 Number of beds	幹部配額 Number of workers		
		舍長 Dormitory heads	樓長 Floor Heads	總計 Total
勝一 Sheng-Li 1st	764	1	4	5
勝二 Sheng-Li 2nd	273	1	1	2
勝三 Sheng-Li 3rd	212	1	1	2
勝四 Sheng-Li 4th	81	1	0	1
勝六北(男) Sheng-Li 6th North	297	1	1	2
勝六南(女) Sheng-Li 6th South	297	1	1	2
勝八南 Sheng-Li 8th South	370	1	2	3
勝八北 Sheng-Li 8th North	370	1	2	3
勝九 Sheng-Li 9th	486	1	2	3
光一 Kuang-Fu 1st	741	1	4	5
光二 Kuang-Fu 2nd	968	1	5	6
光三 Kuang-Fu 3rd	171	1	1	2
敬一 Ching-Yeh 1st	704	1	4	5
敬三北(男) Ching-Yeh 3rd North	208	1	1	2
敬三南(女) Ching-Yeh 3rd South	294	1	1	2
總計 Total	6, 236	15	30	45

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