

# 學生宿舍兼任助理 Dorm' s Part-time Assistant

## 條件要求 Requirements :

1. 誠實、正直、細心、負責 Honest, Impartial, Patient and Responsible Person.
2. 基本電腦文書處理 Able with the paperwork by computer (Word & Excel).
3. 謙虛且願意學習 Modest and Willing to Learn
4. 能夠配合上班時間者 Able with Office hours.
5. 每週至少 7.5 個小時 Minimum with 7.5 Working Hours a Week.

## 工作內容 Job Descriptions :

1. 課間崇拜、學生團契及宿舍晚間等各項點名工作 Checking attendance for Chapel & Dorm.
2. 協助維持宿舍內公共區域之整潔 Helping to keep dorm' s environment clean.  
(茶水間、流理台、交誼廳桌面、盆景、讀書間、儲藏室、資源室等)
3. 更新與轉達發放各項資訊與文件 Updating the information and transmitting the document.  
(佈告欄、學生問卷、學生個人信件、通知單、統計表單等)
4. 學期初、學期末之宿舍物品收發與清點 (鑰匙、除濕機、網路 wifi 盒等)  
Receive and dispatch items on beginning & end of semester.
5. 協助宿舍大型晚禱進行 Helping with dorm' s devotion. (簡報撥放、點名、發問卷等)
6. 協助維護宿舍環境安全 Helping to keep dorm' s Safety. (早晚開關宿舍大門等)
7. 其他交辦事項 Other job that been assigned.

有意願者可於每學期末洽學務處宿舍生活輔導員  
Contact Lady' s Campus Life counselor for more details every end of semester



