## Administrative Section

<table>
<thead>
<tr>
<th>Name</th>
<th>Responsibility</th>
<th>Extension</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ms. Winnie Chao</td>
<td>1. Manage and supervise administrative affairs &lt;br&gt;2. Process and review campus documents &lt;br&gt;3. Draft letters for the President &lt;br&gt;4. Other related affairs</td>
<td>50026</td>
<td><a href="mailto:winnie@mail.ncku.edu.tw">winnie@mail.ncku.edu.tw</a></td>
</tr>
<tr>
<td>Ms. Shu-pai Lin</td>
<td>1. Organize meetings for the University Development Committee and executive meetings and related matters &lt;br&gt;2. Process and review campus documents &lt;br&gt;3. Other related affairs</td>
<td>50027</td>
<td><a href="mailto:z8401001@email.ncku.edu.tw">z8401001@email.ncku.edu.tw</a></td>
</tr>
<tr>
<td></td>
<td>1. Verify recipes (documents, checks, vouchers, etc.) and contracts &lt;br&gt;2. Review student qualifications (admission, transfer, dispel, and graduation) &lt;br&gt;3. Organize general and administrative meetings and related matters &lt;br&gt;4. Issue degree diplomas and certificates &lt;br&gt;5. Inspect and record electronic official documents &lt;br&gt;6. Organize related matters for Anniversary (invite guests, contact alumni, etc.) &lt;br&gt;7. Manage affairs for honorary alumni citation and award ceremony &lt;br&gt;8. Other related affairs</td>
<td>50029</td>
<td></td>
</tr>
<tr>
<td>Ms. Ai-Hui Wu</td>
<td>1. Manage schedule and assist in telephone calls &lt;br&gt;2. Manage email: <a href="mailto:em50030@email.ncku.edu.tw">em50030@email.ncku.edu.tw</a></td>
<td>50020</td>
<td><a href="mailto:z8402009@email.ncku.edu.tw">z8402009@email.ncku.edu.tw</a></td>
</tr>
<tr>
<td>Name</td>
<td>Responsibility</td>
<td>Extension</td>
<td>Email</td>
</tr>
<tr>
<td>----------------------</td>
<td>---------------------------------------------------------------------------------</td>
<td>-----------</td>
<td>-----------------------------------</td>
</tr>
</tbody>
</table>
| Ms. Sakura Shi-Lin Chang | 3. Assist in telephone calls and in conducting university affairs  
4. Send birthday cards to senior faculty (over 80 years old)  
7. Process application for visitor vehicle pass  
8. Manage affairs for daily expense and reimbursement  
9. Other related affairs                             |           | email.ncku.edu.tw                |
| Ms. Sakura Shi-Lin Chang | 1. Manage auditing affairs  
2. Manage administrative affairs of Former President Michael Ming-Chiao Lai  
3. Manage English affairs of the Secretariat Office  
4. Renew websites: “About NCKU” of NCKU website, some parts of NCKU information on Wikipedia, and the Secretariat Office  
5. Help affairs for honorary alumni citation and award ceremony  
6. Other related affairs                             | 50037     | sakura40@mail.ncku.edu.tw         |
| Ms. Yi-Ling Hou      | 1. Draft letters for the President  
2. Compile the University Annual Report  
3. Manage email: em50020@email.ncku.edu.tw  
4. Manage the affairs for the administrative satisfaction survey  
5. Manage prorogating documents and affairs  
6. Conduct telephone decorum project  
7. Manage affairs of Taiwan Comprehensive University System project  
8. Detail administrative responsibilities and promote the Matrix Organization Management Project  
9. Other related affairs                             |           | z10003036@email.ncku.edu.tw       |
| Ms. May-En Chen      | 1. Receive and dispatch documents  
2. Notify meetings and distribute their records  
3. Assist in the review and seal of university documents and certificates  
4. Maintain property of the Secretariat Office  
5. Manage the conference rooms and prepare for meeting needs  
6. Other related affairs                             | 50028     | z6210001@email.ncku.edu.tw       |