

**【徵聘公告】校長室/受試者保護辦公室誠徵約聘行政助理一名**

一、工作內容：

- (一)協助機能發展及作業制度檢討作業
- (二)協助案件審核及推動高教深耕相關事務
- (三)校務專案改善
- (四)人體研究受試者保護計畫(HRPP)相關業務之統合、協調、管理與監督轄下各受試者保護相關業務單位之運作。
- (五)人體研究受試者保護評鑑、稽核與教育訓練之配合相關業務。
- (六)受理本校研究人員及研究參與者，對本校受試者保護業務之諮詢、申訴或建議之相關業務。
- (七)其他行政庶務及主管交辦事項。

二、學歷要求：學士，科系不拘。

三、應徵條件：

- (一)具公文撰寫、文書處理、網頁維護管理、電腦基本操作(如：Microsoft word、excel、powerpoint)等能力。
- (二)具備良好溝通能力、工作效率高、細心負責並能獨立處理行政事務。

四、工作時間：週一至週五(8:30-17:00)，週休二日。

五、薪資福利：

- (一)依據長庚大學《研究計畫聘用人員管理要點》薪資標準，學士級月薪約為36,300元。(依年度考核通過者，薪級得予晉級)。
- (二)享節慶、年終獎金、長庚醫院就醫優待等。

六、應徵方式：

(一)意者請備齊以下資料：

- 1.履歷自傳(含照片及聯絡方式)
- 2.最高學歷成績單
- 3.畢業證書影本
- 4.應徵人員個人資料蒐集告知條款及同意書(請至長庚大學人事室網站→下載專區→人事表單中下載)
- 5.英文能力檢定證明或其它有利文件證明(無則免)

(二)上述文件依序合併為單一個PDF完整的電子檔，於115年5月15日(五)前Email至nina6326@cgu.edu.tw(主旨請註明「應徵長庚大學校長室/受試者保護辦公室約聘行政助理\_姓名」)。其餘應徵方式，恕不受理。

(三)初審資格符合者，擇優通知筆面試；資格條件不符合或初審、筆面試未獲錄取者，恕不另行通知及退件。

(四)個人資料造假不實者，本校將取消錄取資格或予以免職。

七、聯絡人：校長室潘小姐電話：(03)211-8800分機2631、人事室麥小姐，電話：(03)211-8800分機3471

**【Job Vacancy】 Contract Administrative Assistant, Office of the President /  
Human Research Protection Office (1 position)**

1. Job Responsibilities:

- (1) Assist in functional development and review of operational systems and procedures
- (2) Assist in case review and promotion of Higher Education Sprout Project-related affairs
- (3) Support institutional project improvements
- (4) Coordinate, integrate, manage, and supervise operations related to the Human Research Protection Program (HRPP), including oversight of relevant units
- (5) Assist with accreditation, audits, and training activities related to human research subject protection
- (6) Handle inquiries, complaints, and suggestions from university researchers and research participants regarding subject protection affairs
- (7) Other administrative duties and tasks assigned by supervisors

2. Educational Requirements:

Bachelor's degree or above; field of study not restricted

3. Qualifications:

- (1) Proficient in official document writing, word processing, website maintenance and management, and basic computer skills (e.g., Microsoft Word, Excel, PowerPoint)
- (2) Strong communication skills, efficient, detail-oriented, responsible, and able to work independently on administrative tasks

4. Working Hours:

Monday to Friday (8:30 AM – 5:00 PM); weekends off

5. Salary and Benefits:

- (1) Salary in accordance with Chang Gung University regulations for project-based personnel; approximately NTD 36,300/month for bachelor's degree holders (subject to advancement upon annual performance evaluation)
- (2) Includes holiday bonuses, year-end bonus, and medical benefits at Chang Gung Memorial Hospital

6. Application Method:

- (1) Please prepare the following documents:

Resume and autobiography (including photo and contact information)

Official academic transcript (highest degree)

Copy of diploma

Applicant Personal Data Collection Notice and Consent Form (download from CGU Personnel Office website → Download Section → HR Forms)

English proficiency certificate or other supporting documents (optional)

(2) Combine the above documents into a single PDF file in the listed order and email it by May 15, 2026 (Friday) to [nina6326@cgu.edu.tw](mailto:nina6326@cgu.edu.tw)

(Please use the subject line: “Application for Contract Administrative Assistant, Office of the President / HRPP, Chang Gung University – [Your Name]”).

Applications submitted via other methods will not be accepted.

(3) Only candidates who pass the initial screening will be notified for written and/or interview assessments. Those not selected will not receive further notification, and submitted documents will not be returned.

(4) Any false information provided will result in disqualification or termination of employment.

#### 7. Contact Information:

Ms. Pan, Office of the President — Tel: (03) 211-8800 ext. 2631

Ms. Mai, Personnel Office — Tel: (03) 211-8800 ext. 3471

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