

【Now Hiring】MiMi Lab Part-time Admin Assistant (CoSR)

- **職缺需求 Position Purpose**

協助蘇韋老師管理計畫經費、計畫經費核銷以及實驗室行政事務，並擔任老師/實驗室與院辦之間的溝通橋樑

Support Professor Sourav De in managing project budget, payroll, and administrative tasks. Act as a liaison between the department and faculty

- **工作內容及職責 Key Responsibilities**

協助老師及實驗室處理行政事務，包含計畫經費管理、經費核銷、聯繫廠商或校內外單位

Provide administrative support to the professor and lab students, including project budget management/reimbursement, contacting vendors, or internal and external units

- **必備條件 Qualifications**

中、英文聽說讀寫流利，且必須為清大在博/碩/大學部學生

Fluent in Mandarin and English. Only for existing PhD/MS/BS students of NTHU

- **工作時數及薪資 Working Hours & Salary**

工作時數約 15-20 小時/月，薪資 9000 元/月（不需所有時數都在辦公室）

15-20 hours of work per month, 9000 NTD/month (No need to come to the office all the time)

- **工作開始時間 Start Date**

七月開始，六月中至六月底會聯繫交接事宜

Start in July, and handover arrangements will be communicated from mid- to late June.

- **應徵方式 How to Apply**

請附上個人履歷並寄信至 Please attach your CV and email to

Kathleen lihanhung@gapp.nthu.edu.tw & Prof. Sourav De sourav.de@mx.nthu.edu.tw