

National Cheng Kung University Library Guidelines For The Student Assistant Management

Approved as of July 22nd, 2009 by NCKU Library Affairs Meeting Resolution

Approved as of December 11th, 2018 by NCKU Library Affairs Meeting

1. The Student Assistant Management Guidelines hereunder are set forth in order to help the NCKU (National Cheng Kung University) students be informed of the job details for the library student assistant and abide by relevant internal NCKU and library policies so as to develop professional skills and assist in the library service provisions.
2. Applicable Subjects
All NCKU enrolled students.
3. Application Method
Please download the “NCKU Library Part-time Student Job Application” from the NCKU library website and, having completed and printed out said application, submit it to a library reception or attain and complete said application at any NCKU library reception. The library staff, who receives the application, will hand over the application to the Administrative Office for compilation and record keeping so that the library personnel manager will be able to shortlist and select the suitable candidate.
4. Appointment
 - (1) The candidates will be reviewed and selected respectively for each vacancy and then submitted to relevant managers for sign-off and appointment.
 - (2) Once appointed, the successful candidate shall submit one standard headshot photo and one respective photocopy each of the student ID card and bank deposit book in compliance with the NCKU policies; all three items shall be submitted, with the pertaining application, to the Administrative Office.
5. Attendance Register
A work log and daily timesheet shall be filled at the Supervision Division of each employment department.
6. Student Assistants shall comply with the following and all other relevant policies:
 - (1) You shall report to duty punctually and wear the ID badge or part-time student vest for identification purposes.
 - (2) In any circumstance where punctual attendance is affected, you shall contact the director or supervisor of your team in advance in person or make a phone call.

- (3) You shall not be reading or dealing with personal affairs while you are on duty.
- (4) To excuse yourself from duty as a matter of temporary urgency, you shall report to the director or supervisor of your team for approval.
- (5) You shall be subject to the library staff's supervision and your responsibilities include paperwork, administration, maintenance, cleaning, and any other ad-hoc assignment.
- (6) You shall demonstrate strong work ethics on duty and restricted from receiving visitors or using mobile phones; where necessary, you may request the approval from the director or supervisor of your team.
- (7) The daily working hours allowed and the corresponding remuneration are subject to the NCKU internal policies.

7. Performance Review of Student Assistant

- (1) Where the appointed student assistant is underperforming or subject to school suspension or withdrawal, his/her employment will be terminated effective immediately.
 - (2) The performance review of the student assistant will be regularly conducted by the employment department; for student assistants failing the performance review, the employment will be terminated effective immediately.
8. The guidelines hereof will be effected upon the resolution of the library affairs meeting, and so will any future amendment hereto.