

國立臺灣大學校聘人員職務序列表

附件一

Job Title	Duties	Competencies	Pay grade	Differential pay	Quota (%)	Notes
Clerk	Performing general administrative tasks under regular supervision	External recruitment: Senior (or vocational) high school diploma or above				<p>1. Recognition of relevant work experience related to the competencies for external recruitment shall meet the following salary standards:</p> <p>(1) For work experience after obtaining a bachelor's degree, the corresponding salary after labor (or health) insurance contributions shall reach the first scale of a Senior Clerk.</p> <p>(2) For work experience after obtaining a master's degree, the corresponding salary after labor (or health) insurance contributions shall reach the first scale of an Administrative Specialist.</p> <p>(3) For work experience after obtaining a doctoral degree, the corresponding salary after labor (or health) insurance contributions shall reach the ninth scale of a Senior Specialist.</p> <p>(4) For work experience relevant to the position, the corresponding salary after labor (or health) insurance contributions shall reach the first scale of a clerk (junior colleges or above).</p> <p>2. The differential pay for contract employees may be adjusted based on the University's financial circumstances.</p> <p>The quotas for administrative specialists and higher positions shall be calculated based on the total number of staff employees at the University as of January 1 each year (excluding staff employees on unpaid leave, staff employees at the Tai Cheng Cell Therapy Center, contract technical staff, and contract research vessel personnel).</p>
Senior Clerk	Using expertise and independent judgment to perform general, professional, and technical tasks related to planning, design, and research, under regular supervision	<p>1. Internal promotion: Holding a university diploma; or having served as a clerk for three years and receiving a grade of 'A' in the most recent annual performance review</p> <p>2. External recruitment: University diploma or above</p>				
Administrative Specialist	Performing general, professional, or technical tasks related to planning, design, and research with advanced expertise and independent judgment under regular supervision; assisting supervisors in drafting operational plans	<p>1. Internal promotion: Having served as a senior clerk for 3 years and having received a grade of 'A' in the annual performance review at least twice in the previous 3 years</p> <p>2. External recruitment: Having worked in a related field for at least 3 years after obtaining a university diploma; or holding a master's degree; or having worked in a related field for at least 6 years</p>			The number of administrative specialists may not exceed 25% of all contract employees (rounded down to the nearest integer) in any given top-level unit.	
Senior Specialist	Performing complex general, professional, or technical tasks related to planning, design, and research with more advanced expertise and independent judgment under regular or enhanced supervision; assisting supervisors in determining the direction of policymaking and other managerial work	<p>1. Internal promotion: Having served as an administrative specialist (or senior clerk hired prior to January 1, 2022 who has not had any interruptions in their service) for 3 years and having received a grade of 'A' in the annual performance review at least twice in the previous 3 years</p> <p>2. External recruitment: Having worked in a related field for at least 6 years after obtaining a university diploma or 3 years after obtaining a master's degree; or holding a doctoral degree; or having worked in a related field for at least 9 years</p> <p>3. Having excellent communication and coordination skills</p> <p>4. Meeting the special requirements, if any, stipulated by each hiring unit</p>	Grade 1	2,296	The number of senior specialists may not exceed 20% of all contract employees (rounded down to the nearest integer) in any given top-level unit. If a unit only has 5 or fewer contract employees, it may have up to 1 senior specialist.	
			Grade 2	3,444		
			Grade 3	4,591		

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Manager	Performing highly complex and comprehensive general, professional, and technical tasks related to planning, design, and research with even more advanced expertise and independent judgment under enhanced supervision; assisting supervisors in drafting and implementing plans; monitoring and coordinating subordinate units' work progress; and shouldering management duties	1. Internal promotion: Having served as a senior specialist for 3 years and having received a grade of 'A' in the annual performance review at least twice in the previous 3 years 2. External recruitment: Having worked in a related field for at least 9 years after obtaining a university diploma or 6 years after obtaining a master's degree or 3 years after obtaining a doctoral degree; or having worked in a related field for at least 12 years 3. Having excellent planning, communication, and coordination skills 4. Meeting the special requirements, if any, stipulated by each hiring unit	Grade 4	5,739	The number of managers may not exceed 8% of all contract employees (rounded down to the nearest integer) across the University.	4. Contract employees at the College of Medicine's Medical Resource Division, Accounting Division, and Personnel Division shall be included in the head counts for contract employees at the NTU Library, the Accounting Office, and the Personnel Office respectively. Contract employees at the Branch Offices of Academic Affairs, Student Affairs, General Affairs, and Research and Development; the Medical Informatics Division; and the Center of Faculty Development shall be included in the head counts for contract employees at the College of Medicine. 5. The title of Senior Manager and other higher titles are not applicable to medical professionals (including physicians and nurses) hired on contract.
			Grade 5	6,886		
			Grade 6	8,034		
Senior Manager	Performing highly demanding general, professional, and technical tasks and other project tasks related to creativity, invention, planning, design, research, with broad expertise and independent judgment in accordance with applicable policies or administrative directives; assisting supervisors in determining the direction of policymaking; monitoring and coordinating subordinate units' work progress; and shouldering management duties	1. Internal promotion: Having served as a manager for 3 years and having received a grade of 'A' in the annual performance review at least twice in the previous 3 years 2. External recruitment: Having worked in a related field for at least 12 years after obtaining a university diploma or 9 years after obtaining a master's degree or 6 years after obtaining a doctoral degree; or having worked in a related field for at least 15 years 3. Having excellent leadership, communication, coordination, and innovation skills 4. Meeting the special requirements, if any, stipulated by each hiring unit	Grade 7	9,182	There may be up to 20 senior managers across the University and up to 1 per top-level unit, the exact number of which shall be strictly controlled by the Review Committee.	
			Grade 8	10,329		
			Grade 9	11,476		