

# 國立臺灣大學校聘人員職務序列表

附件一

Position	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				1. The differential pay for contract employees may be adjusted based on the University's financial circumstances. 2. The quotas for administrative specialists and higher positions shall be calculated based on the total number of contract employees at the University as of January 1 each year (excluding contract employees on unpaid leave, contract employees at the Tai Cheng Cell Therapy Center, contract technical staff, and contract research vessel personnel). 3. 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.
Senior Clerk	Using expertise and independent judgment to perform general, professional, and technical tasks related to planning, design, and research, under regular supervision	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 2. External recruitment: University diploma or above				
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	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 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			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	1. Internal promotion: Having served as an administrative specialist (or senior clerk hired prior to January 1, 2022) 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 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 3. Having excellent communication and coordination skills 4. Meeting the special requirements, if any, stipulated by each hiring unit	Grade 1	2,207	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.	4. The number of contract employees that may be promoted to Manager shall be based on the quota assigned by the Review Committee each year as well as the "accumulated promotion points" calculated from the number of promoted employees, new employees, and resigned/retired employees from the previous year. Units with 0.5 accumulated promotion points or more are eligible to recommend candidates for promotion.
			Grade 2	3,311		
			Grade 3	4,414		
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	5,518	The number of managers may not exceed 8% of all contract employees (rounded down to the nearest integer) across the University.	
			Grade 5	6,621		
			Grade 6	7,725		

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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	8,828	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.	Unused portions of the accumulated promotion points arising from unsuccessful promotion recommendations or employee attrition shall be included in the calculation of accumulated promotion points for the following year. 5. Up to two contract employees may be promoted to Senior Manager at the University each year. 6. The title of Senior Manager and other higher titles are not applicable to medical professionals
			Grade 8	9,931		
			Grade 9	11,034		