

Recruitment of IGC Work-Study Student for Fall Semester, 2022

1. Qualifications and preferences

Working Department	Number of Students	Working period & hours(day of week)	Preferences	Main duties
Administrative Affairs HQ	about 2	09:00~18:00 (Mon~Fri) *working schedules can be adjusted	-	<ul style="list-style-type: none"> Assist accounting works
Health Center	about 6	9:00~18:00 *working schedules can be adjusted	<ul style="list-style-type: none"> CPR trained/certified Bilingual in Kor & Eng 	<ul style="list-style-type: none"> Support health center operation works Assist Cafeteria hygiene health management
Facility Operation & Management Team	about 4~5	08:00~22:00 (Mon~Sun) *working schedules can be adjusted	<ul style="list-style-type: none"> Available with weekend shifts; Excellent in interpretation and translation; Fluent in Korean 	<ul style="list-style-type: none"> Assist office works Support Billiard Room·Table Tennis Room·Yoga Room management, etc. Support Soccer Field operation (ex. Soccer Field use guidance)
IGC Broadcasting Studio	about 2	09:00~18:00 (Mon~Fri) *working schedules can be adjusted	<ul style="list-style-type: none"> Communication Skills Problem Solving Skills Computer Skills (Overdrive System) 	<ul style="list-style-type: none"> Support Broadcasting studio operation Create a campaign contents
Facility and Safety Management HQ	about 4	09:00~18:00 (Mon~Fri) *working schedules can be adjusted	<ul style="list-style-type: none"> Excellent in interpretation and translation 	<ul style="list-style-type: none"> Assist facility operation works(ex. guesthouse), including interpretation & translation
Library	about 10	09:00~21:00(Mon~Thu) 09:00~18:00(Fri)	<ul style="list-style-type: none"> Available with morning shifts Excellent in interpretation and translation 	<ul style="list-style-type: none"> Support library operation (ex. library use guidance)

Campus Police	about 8	20:00~23:00 (Mon~Fri)	-	• Campus patrol
PR Center	about 6	10:00~17:00 (excluding 12:00~13:00) (Mon~Fri)	• Excellent in utilizing Photoshop program, • Bilingual in Kor & Eng	• Guidance of PR Center visitor; • Support PR activities
University Support HQ	about 1	09:00~18:00 (Mon~Fri)	-	• Assist office works
IGC Student Housing	about 30	08:00~22:00 (Mon~Sat) *working schedules can be adjusted	• Fluent in Korean and English	• Housing office, package rooms, fitness center Support
IGC Guesthouse & Faculty Housing	about 6	09:00~18:00 (excluding 12:00~13:00) (Mon~Fri) *working schedules can be adjusted	• Excellent in interpretation and translation	• Guesthouse reception desk

① Qualifications: Undergraduate or graduate students who are currently enrolled at Universities in Incheon Global Campus

② Working period : Aug. 22nd, 2022 ~ Dec. 18th, 2022 (※ Working period negotiable)

* Housing Work-Study Working period: Aug. 22nd, 2022 ~ Dec. 18th, 2022

* Campus Police Work-Study Working period: Aug. 23th, 2022 ~ Dec. 18th, 2022

* Less than 15 hours a week per one person

③ Rate of pay: 9,200(KRW) per hour

* Campus Police

- 20:00-22:00: 9,200(KRW) per hour

- 22:00-23:00: 13,800(KRW) per hour

④ If there are no suitable candidates for the position, the job posting may be announced again in the future

⑤ Applicants can apply to only one department(Duplication is not possible)

※ Common Preferential conditions: Low income Families. Developing Country

2. Steps to apply & Notice of job offer

① Application period : Aug. 10th, 2022 ~ Aug. 17th, 2022

② How to apply : Log into IGC → Career Center → Career Development → Work-Study Application

③ Cancellation or correction is not possible once you turn in the form

④ **Need to specify preferred department and Phone Number at the self introduction box (EX: I' m applying for the the IGC Library winter work-study position, I believe I will be an excellent candidate for the position...)**

* If you write more than one department or do not specify any preferred department, you will be disqualified automatically

- ⑤ Selection process : Examination of applications → Interview → Final Acceptance
 - * Candidates who are selected after the resume examination will be contacted individually
 - * Interview can be skipped according to situations of each department
 - * Applicants have the responsibility of disadvantages occurred with wrong information on the application form
- ⑥ Application form examination and interview period: **Aug. 18th, 2022 ~ Aug. 19th, 2022**
 - * **Campus Police Interview period: Aug. 22nd, 2022**
- ⑦ Announcement of final acceptance: **By Aug. 19th, 2022**(Relevant department will contact you individually)

3. Notice

- ① Preferred hours and days checked on the application form cannot be changed after accepting the job offer
- ② **The workers may be dismissed from the work if he or she makes troubles such as lateness or showing poor performances.**
- ③ If a student takes a leave of absence they must immediately notify their department supervisor. Student cannot work during their leave of absence
- ④ When there' s job vacancy, we will hire among previous applicants or fill the position with another recruiting process
- ⑤ If 'Not eligible' pops up when applying on application
 - 1) Log in IT Center portal(<http://itcenter.igc.or.kr/>)
 - 2) Click 'My Info' tap at the left top
 - 3) Check 'Undergraduate' or 'Graduate Student' at User classification tap
 - 4) Save by clicking 'Confirm' button
 - * If you do not click 'confirm' button, changes will not be applied
 - 5) Contact or visit IGC IT Helpdesk if error still occurs even after following the above steps
 - * IGC IT Helpdesk: +82-32-626-0200(itcenter@igc.or.kr)
- ⑥ Contact
 - * Administrative Affairs HQ: +82-32-626-0516
 - * Health Center: +82-32-626-0553
 - * Facility operation & Management Team: +82-32-626-0590
 - * IGC Broadcasting Studio: +82-32-626-0207
 - * Facility & Safety Management HQ: +82-32-626-0574
 - * Library: +82-32-626-0252
 - * Campus Police: +82-32-626-0544
 - * PR Center: +82-32-626-0554
 - * University Support HQ: +82-32-626-0567
 - * IGC Student Housing: +82-32-626-4851
 - * IGC Guesthouse: +82-32-626-4854

Privacy Policy

1. Purpose: Personal identification of an applicant, Proceeding and managing the recruitment, Notice and communication
2. Collected Information: Name, University, Cell phone number, E-mail address
3. Use/ Retention Period: Personal Information as above will be retained and used for 3 years from the date of agreement on the collection
 - Legal basis: Personal Information Protection Act of Korea