

Work-Study Job Board for 2020 Winter

- ✓ **Work-Study Period:** Jan. 6 (Monday), 2020 – Feb. 28 (Friday), 2020
 - Application: Nov. 28 (Friday) – Dec 2 (Monday), 2019 (4 days only)
 - Interview Period: Dec. 3 (Tuesday) – 6 (Friday), 2019
 - Hiring Result: Dec. 9 (Monday), 2019 **Subject to change*
- ✓ **Eligibility:**
 - SUNY Korea students enrolled in 2019 Fall or 2020 Winter
 - GPA of 3.0 or higher (not applied to Students in first semester.)
 - Free of any type of probation (Academic, Dormitory, etc.)
 - Received a score of 25 or higher (out of 40) in previous WSP evaluation
 - Non-matriculated students on their second semester or after with a good reference from the IEC Director
- ✓ **Wage:** 9,000 KRW per hour
- ✓ **How to Apply:** Online application (<https://forms.gle/qiqBxZS9qFPyNkZUA>)
- ✓ **Application Deadline:** **Monday, Dec. 2, 2019 (Noon)**

✓ **Job Board Summary**

No.	Hiring Department	Number of Student Employees
1	Admissions Team	2-3
2	External Relations Team	1
3	Fashion Business Management (Swatch Library)	1-2
4	Fashion Design (Museum Receptionist)	1-2
5	Finance	1
6	Intensive English Center	2-3
7	IT Office	2-3
8	Public Relations Team	2
9	Research Support Team	1
10	Strategic Planning Team	1
11	Student Services & Career Team	3



**2020 Winter Work-Study Program
Online Application**
(<https://forms.gle/qiqBxZS9qFPyNkZUA>)
by Monday, Dec. 2, 2019

Work-Study Job Board for 2020 Winter

Department	Admissions <i>in Admissions & Public Relations (A212)</i>			1
Job Title	Office Clerk/Assistant			
Number of Positions	2-3	Working hours(Maximum)	20-30 hours per month	
Job Skills and Qualification Required				
<ul style="list-style-type: none"> - Basic counseling skills - Speaking ability - Fluent in Korean & English - Organizational skills - Computer skills (Excel, word, PPT) 				
Job Duties and Description				
<ul style="list-style-type: none"> - Help with Admissions recruitment event (Including campus tour) - Answer inbound calls in a professional manner - Outbound calls to the applicants in and outside Korea for Fall 2020 (SBU & FIT) - Understand application process and support applicants to complete applications - Classify applicant documents - Research work and produce data - Preparation for PREP school camp 				

Department	External Relations <i>in Strategic Planning & Relations (A417)</i>			2
Job Title	Office Clerk/Assistant			
Number of Positions	1	Working hours(Maximum)	60 hours per month	
Job Skills and Qualification Required				
<ul style="list-style-type: none"> - Fluent in both Korean and English - Proficient with MS Word, Excel, PowerPoint and Hangul - Consistent and punctual according to assigned hours - Dexterous at general office work and proofreading 				
Job Duties and Description				
<ul style="list-style-type: none"> - Translating documents both ways between Korean and English - Administrative support such as document management - General research on different topics - Supporting setting up the venue for different meetings - Proactive about sharing innovative ideas for enhancing efficiency and effectiveness concerning ways of doing things both in and out of the office - Prefers a student who can work frequently for shorter time 				

Department	Swatch Library in Fashion Business Management (C705)		3
Job Title	Data Entry Clerk, Office Clerk/Assistant, Maintenance Assistant		
Number of Positions	1-2	Working hours(Maximum)	30-60 hours per month
Job Skills and Qualification Required			
<ul style="list-style-type: none"> - General interest in fashion - Punctual 			
Job Duties and Description			
<ul style="list-style-type: none"> - Assist General FIT works - Assist FIT staffs <p>Monday - Thursday 13:00 ~ 16:00 (3hr)</p>			

Department	SUNY Korea Museum in Fashion Design (AB101)		4
Job Title	Data Entry Clerk, Office Clerk/Assistant, Maintenance Assistant		
Number of Positions	1-2	Working hours(Maximum)	30-60 hours per month
Job Skills and Qualification Required			
<ul style="list-style-type: none"> - Basic understanding of fashion - Punctual 			
Job Duties and Description			
<ul style="list-style-type: none"> - General SUNY Korea Museum maintenance - Keep visitor log - Provide brief guide for visitors - Support Director Shin - Assist exhibition preparation - Assist FIT staffs - General errands from FIT <p>Monday - Thursday 13:00 ~ 16:00 (3hr)</p>			

Department	Finance in Administration (A417)		5
Job Title	Office Clerk/Assistant		
Number of Positions	1	Working hours(Maximum)	60 hours per month
Job Skills and Qualification Required			
<ul style="list-style-type: none"> - Punctuality *IMPORTANT* - Sincerity and diligence - Careful and precise 			
Job Duties and Description			
<ul style="list-style-type: none"> - Matching accounting vouchers and accounting expense reports - Scanning accounting expense reports - Binding accounting expense reports - Max 25 hours/month will be assigned 			

Department	Intensive English Program in Academic and Student Affairs (A719)		6
Job Title	Conversation Practice Leader		
Number of Positions	2	Working hours(Maximum)	30 hours per month
Job Skills and Qualification Required			
<ul style="list-style-type: none"> - Tutoring experience preferred - Communication skills: Ability to communicate clearly; Good written and verbal presentation skills; Use proper English grammar - Reliable: Excellent attendance record 			
Job Duties and Description			
<ul style="list-style-type: none"> - Support IEC students as a conversation practice partner (To enhance IEC students' English proficiency, IEC would like to provide several conversation practice times during the winter session.) - Perform general office work - Support English Program faculty 			

Department	IT Office (A626)		7
Job Title	Tech Assistant		
Number of Positions	2-3	Working hours(Maximum)	20-30 hours per month
Job Skills and Qualification Required			
<ul style="list-style-type: none"> - Troubleshoot information system errors for staff, faculty, and students - Managing computers (software and hardware) in lab facilities, faculty and admin offices - Monitor (fix & report) digital podiums in classrooms - Inventory check - Perform other duties as assigned 			
Job Duties and Description			
<ul style="list-style-type: none"> - PHD (Passion, Honesty, and Diligence) - Knowledge of computer hardware and software management on Windows, Mac or Linux - Good grasp of networking concepts and devices (IP address, DNS, Router, etc.) - Being on time for work 			

Department	Public Relations in Admissions & Public Relations (A212)		8
Job Title	Office Clerk Assistant/Media Assistant		
Number of Positions	1	Working hours(Maximum)	60 hours per month
Job Skills and Qualification Required			
<ul style="list-style-type: none"> - Excellent written and spoken communication skills in both KOR/ENG - Proficient with Microsoft/Adobe programs - High punctuality and diligence - Photography/Filming skills preferred 			
Job Duties and Description			
<ul style="list-style-type: none"> - Create PR contents to post on official SNS & Website - Assist film/photograph for media contents - Translate documents (both KOR/ENG) - Support daily office work 			

Department	Research Support Team (B417)		9
Job Title	Office Clerk/Assistant		
Number of Positions	1	Working hours(Maximum)	60 hours per month
Job Skills and Qualification Required			
<ul style="list-style-type: none"> - Bilingual (Korean and English) - Sincerity and diligence - Good translation skill - Time management 			
Job Duties and Description			
<ul style="list-style-type: none"> - Translate documents related with research - Arrange and file documents with administration and research 			

Department	Strategic Planning Team in <i>Strategic Planning & Relations (A415)</i>		10
Job Title	Office Clerk/Assistant		
Number of Positions	1	Working hours(Maximum)	60 hours per month
Job Skills and Qualification Required			
<ul style="list-style-type: none"> - Fluent in both Korean and English - Proficient with MS Office, Hangul, Excel and PowerPoint - Good writing skills - Ability to handle some physical work - Reliable, proactive, punctual, diligent and positive - Experience in professional workplace preferred 			
Job Duties and Description			
<ul style="list-style-type: none"> - Writing drafts for different documents/reports - Translating between English and Korean - Managing and organizing documents - Data study and analysis - Setting up meeting venues and supporting events - Office cleaning <p>We would love those with passion to learn and develop, beyond what just a Work-Study student should do. The student will have the opportunity to work on a self-study project on his/her desired topic, yet related to the University.</p>			

Department	Student Services & Career Team in <i>Academic & Student Affairs (A208)</i>		11
Job Title	Office Clerk/Assistant		
Number of Positions	2	Working hours(Maximum)	30 hours per month
Job Skills and Qualification Required			
<ul style="list-style-type: none"> - Responsible and honest - Detail orientated - Good communication skills with people - Good writing skills (those who have experience as a writer in newsletter and blogs) - Proficient in MS Word, Excel, and Power Point, etc. 			
Job Duties and Description			
<ul style="list-style-type: none"> - Support responding to the visitors and students in the Student Services & Career office - Assisting in the day-to-day administrative operation of the office - Assisting in arranging and organizing events such as preparation and announcement - Support making newsletter 'Career Weekly' about career information 			