

Work-Study Job Board for 2020 Spring

- ✓ **Work-Study Period:** April 6 (Monday), 2020 – June 5 (Friday), 2020
 - Application: March 20 (Friday) – March 25 (Wednesday), 2020(6 days only)
 - Interview Period: March 30 (Monday) – April 2(Thursday), 2020
 - Hiring Result: April 3 (Friday), 2020 **Subject to change*
- ✓ **Eligibility:**
 - SUNY Korea students enrolled in 2020 Spring
 - 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
 - Not hired as a tutor or department receptionist (Academic department)
- ✓ **Wage:** 9,000 KRW per hour
- ✓ **How to Apply:** Online application (<https://forms.gle/mtsePzPy9DRdvU889>)
- ✓ **Application Deadline:** **Wednesday, March 25, 2020 (12:00 am)**

✓ Job Board Summary

No.	Hiring Department	Number of Student Employees
1	Admissions Team	3
2	External Relations Team	1-2
3	Intensive English Center	1
4	IT Office	2
5	ISF Korean Class	1-2
6	Public Relations Team	3
7	Student Services & Career Team	2-3



**2020 Spring Work-Study Program
Online Application**
(<https://forms.gle/mtsePzPy9DRdvU889>)
by Wednesday, March 25, 2020

Work-Study Job Board for 2020 Spring

Department	Admissions in Admissions & Public Relations (A212)		1
Job Title	Office Clerk/Assistant		
Number of Positions	3	Working hours(Maximum)	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 - Research work and produce data 			

Department	External Relations in Strategic Planning & Relations (A417)		2
Job Title	Office Clerk/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"> - 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 - News article search and summarization - Answering phone calls and coordinating meeting with visitors - Supporting setting up the venue for different meetings 			

Department	Intensive English Program in Academic and Student Affairs (A719)		5
Job Title	Conversation Practice Leader		
Number of Positions	1	Working hours(Maximum)	10 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 - Tidy up the writing center office 			

Department	IT Office (A626)		6
Job Title	Tech Assistant		
Number of Positions	2	Working hours(Maximum)	20 hours per month
Job Skills and Qualification Required			
<p>Performs all tasks in IT services as follows</p> <ul style="list-style-type: none"> - Manages computers in lab facilities, faculty office and admin offices - Monitors computers, E-stations and its peripherals requiring technical attention - Periodical inventory check - Office setting for new faculty - 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 including Operating System Installation such as Windows, Mac or Linux - Knowledge on network system (IP address, router and switch etc.) would be an asset - Knowledge on design software such as Photoshop would be an asset 			

Department	ISF Korean Class (A208)		7
Job Title	Office Clerk/Assistant		
Number of Positions	1-2	Working hours(Maximum)	15-30 hours per month
Job Skills and Qualification Required			
<p>Support the supervisor and teachers from International Student Fellowship(ISF). ISF provides Korean and TOPIK Class to the international students in the evening (around 7:30 pm – 9:00 pm). The student(s) should be able to assist the classes and events during the work hours.</p> <ul style="list-style-type: none"> - Need to be able to work in the evening (6 pm – 9pm). Schedule may be adjusted. - Experience with Canva or Photoshop, illustrator, etc. 			
Job Duties and Description			
<ul style="list-style-type: none"> - Prepare and clean the classrooms for Korean and TOPIK Classes - Respond to questions related to Korean and TOPIK Classes - Distribute textbooks - Contact students who are absent without early notice - Make posters - Support ISF related events (e.g. Opening & Closing Ceremonies) - Support Student Services and Career Team when needed 			

Department	Public Relations in Admissions & Public Relations (A212)		8
Job Title	Office Clerk Assistant/Media Assistant		
Number of Positions	3	Working hours(Maximum)	30 hours per month
Job Skills and Qualification Required			
<ul style="list-style-type: none"> - Proficient with Adobe programs and Microsoft Office - Filming and photography skills preferred - Good written and spoken communication skills in Korean/English - High level of proficiency in Chinese 			
Job Duties and Description			
<ul style="list-style-type: none"> - Create PR contents (ex. Video, article, card news) for SUNY Korea official social media and website - Assist filming and taking photograph - Translate PR content in Chinese 			

Department	Student Services & Career Team <i>in Academic & Student Affairs (A208)</i>		9
Job Title	Office Clerk/Assistant		
Number of Positions	2-3	Working hours(Maximum)	16-25 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 			