

## Work-Study Job Board for 2020 Summer

- ✓ **Work-Study Period:** July 1 (Wednesday), 2020 – August 21 (Friday), 2020
  - Application: June 16 (Tuesday) – June 18 (Thursday), 2020(3 days only)
  - Interview Period: June 22 (Monday) – June 24(Wednesday), 2020
  - Hiring Result: June 26 (Friday), 2020 *\*Subject to change*
- ✓ **Eligibility:**
  - SUNY Korea students enrolled in 2020 Spring or 2020 Summer
  - 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/PChfsnLd2Hv5knfW7>)
- ✓ **Application Deadline:** **Thursday, June 18, 2020 (12:00 am)**

### ✓ Job Board Summary

No.	Hiring Department	Number of Student Employees
1	Admissions Team	3
2	IT Office	1
3	HR & Operations Team	2
4	Public Relations Team	1
5	Student Services & Career Team	1-2



**2020 Summer Work-Study Program  
Online Application**  
(<https://forms.gle/PChfsnLd2Hv5knfW7>)  
**by Thursday, June 18, 2020**

## Work-Study Job Board for 2020 Summer

<b>Department</b>	<b>Admissions in Admissions &amp; Public Relations (A212)</b>			<b>1</b>
<b>Job Title</b>	Office Clerk/Assistant			
<b>Number of Positions</b>	3	<b>Working hours(Maximum)</b>	60 hours per month	
<b>Job Skills and Qualification Required</b>				
<ul style="list-style-type: none"> <li>- Basic counseling skills</li> <li>- Speaking ability</li> <li>- Fluent in Korean &amp; English</li> <li>- Organizational skills</li> <li>- Computer skills (Excel, word, PPT)</li> </ul>				
<b>Job Duties and Description</b>				
<ul style="list-style-type: none"> <li>- Help with Admissions recruitment event (Including campus tour)</li> <li>- Answer inbound calls in a professional manner</li> <li>- Outbound calls to the applicants in and outside Korea for Fall 2020 and Spring 2021 (SBU &amp; FIT)</li> <li>- Understand application process and support applicants to complete applications</li> <li>- Classify applicant documents</li> <li>- Research work and produce data</li> </ul>				

<b>Department</b>	<b>IT Office (A626)</b>			<b>2</b>
<b>Job Title</b>	Tech Assistant			
<b>Number of Positions</b>	1	<b>Working hours(Maximum)</b>	60 hours per month	
<b>Job Skills and Qualification Required</b>				
<ul style="list-style-type: none"> <li>- Performs all tasks in IT services as follows</li> <li>- Manages computers in lab facilities, faculty office and admin offices</li> <li>- Monitors computers, E-stations and its peripherals requiring technical attention</li> <li>- Periodical inventory check</li> <li>- Office setting for new faculty</li> <li>- Perform other duties as assigned</li> </ul>				
<b>Job Duties and Description</b>				
<ul style="list-style-type: none"> <li>- PHD (Passion, Honesty, and Diligence)</li> <li>- Knowledge of computer hardware and software management including Operating System Installation such as Windows, Mac or Linux</li> <li>- Knowledge on network system (IP address, router and switch etc.) would be an asset</li> <li>- Knowledge on design software such as Photoshop would be an asset</li> </ul>				

<b>Department</b>	<b>HR &amp; Operations</b> <i>in Administration (A418)</i>		<b>3</b>
<b>Job Title</b>	Office Clerk/Assistant, Maintenance Assistant		
<b>Number of Positions</b>	2	<b>Working hours(Maximum)</b>	60 hours per month
<b>Job Skills and Qualification Required</b>			
<ul style="list-style-type: none"> <li>- Bilingual is preferred – Korean &amp; English. Fluency in both writing and speaking</li> <li>- Highly motivated and punctual, and service-minded student with a sense of responsibility</li> </ul>			
<b>Job Duties and Description</b>			
<ul style="list-style-type: none"> <li>- Human Resources &amp; Operations related matters (COVID-19 prevention)</li> <li>- Body temperature and visitor’s list check at the entrance of academic buildings</li> <li>- Support other teams for operations related issues</li> </ul>			

<b>Department</b>	<b>Public Relations</b> <i>in Admissions &amp; Public Relations (A212)</i>		<b>4</b>
<b>Job Title</b>	Office Clerk Assistant/Media Assistant		
<b>Number of Positions</b>	1	<b>Working hours(Maximum)</b>	60 hours per month
<b>Job Skills and Qualification Required</b>			
<ul style="list-style-type: none"> <li>- Good written and spoken communication skills in Korean and English</li> <li>- An ability to fact-check long-form content pieces</li> <li>- Experience creating strong and engaging content</li> </ul>			
<b>Job Duties and Description</b>			
<ul style="list-style-type: none"> <li>- Create PR content (ex. video, card news, photo essay)</li> <li>- Identify PR needs and recommend new topics</li> <li>- Interview professionals to incorporate their stories in content</li> <li>- Assist filming and taking photograph</li> </ul>			

<b>Department</b>	<b>Student Services &amp; Career Team in Academic &amp; Student Affairs (A208)</b>		<b>5</b>
<b>Job Title</b>	Office Clerk/Assistant		
<b>Number of Positions</b>	1-2	<b>Working hours(Maximum)</b>	30-60 hours per month
<b>Job Skills and Qualification Required</b>			
<ul style="list-style-type: none"> <li>- Responsible and honest</li> <li>- Detail orientated</li> <li>- Good communication skills with people</li> <li>- Good writing skills (those who have experience as a writer in newsletter and blogs)</li> <li>- Proficient in MS Word, Excel, and Power Point, etc.</li> </ul>			
<b>Job Duties and Description</b>			
<ul style="list-style-type: none"> <li>- Support responding to the visitors and students in the Student Services &amp; Career office</li> <li>- Assisting in the day-to-day administrative operation of the office</li> <li>- Assisting in arranging and organizing events such as preparation and announcement</li> <li>- Support making newsletter 'Career Weekly' about career information</li> </ul>			