

Work-Study Job Board for Winter 2021

- ✓ **Work-Study Period:** January 4 – February 19, 2021 (7 weeks)
 - Application Period: November 20 – 24, 2020
 - Interview Period: November 24 – 27, 2020
 - Hiring Result: November 30, 2020 **Subject to change*
- ✓ **Eligibility:**
 - SUNY Korea students enrolled in Fall 2020 or Winter 2021
 - GPA of 3.0 or higher (not applied to Students in first semester.)
 - Free of any type of probation (Academic, Housing, 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/vjrZH8Tad6bhPHrFA>)
- ✓ **Application Deadline:** **2PM, Tuesday, November 24, 2020**

✓ **Job Board Summary**

No.	Hiring Department	Number of Student Employees
1	Admissions	3-4
2	Career Development Center	2
3	External Relations	1
4	Finance & Accounting	1
5	HR & Operations	1
6	IT Services	2
7	Planning & Budget	1
8	Research Support	1
9	Student Services	2



**Winter 2021 Work-Study Program
Online Application**
<https://forms.gle/vjrZH8Tad6bhPHrFA>
by 2PM, Tuesday, November 24, 2020

Work-Study Job Board for Winter 2021

Department	Admissions <i>in Admissions & Public Relations (A212)</i>			1
Job Title	Office Clerk/Assistant			
Number of Positions	3-4	Max. Working hours	20-30 hours per month	
Job Skills and Qualification Required				
<ul style="list-style-type: none"> - Diligent and proactive manner - Understand and execute work properly in accordance with manuals - Fluent in Korean & English - Documentation skills (Excel, Word, PPT) 				
Job Duties and Description				
<ul style="list-style-type: none"> - Support office work and event (Guest reception, campus tour etc.) - Make inbound and outbound calls in a professional manner - Organize and keep the office environment pleasant - Research and translate documents between English and Korean 				

Department	Career Development Center <i>in Student Affairs (A205)</i>			2
Job Title	Office Clerk/Assistant			
Number of Positions	2	Max. Working hours	20 hours per month	
Job Skills and Qualification Required				
<ul style="list-style-type: none"> - Korean and English Fluency (required) - Detail-oriented - Strong writing skills - Must be able to utilize social media especially Instagram - Must be able to research for jobs and internships on the web 				
Job Duties and Description				
<ul style="list-style-type: none"> - Research and collect lists of current job and internship positions weekly - Translate Korean job descriptions to English and vice versa - Manage CDC Instagram website - Support career events including creating attendance list, distributing refreshments, etc. - General administrative office support such as helping out student check-in, documenting meetings, cleaning the office, etc. 				

Department	External Relations in <i>Strategic Planning & Relations (A416)</i>			3
Job Title	Office Clerk/Assistant			
Number of Positions	1	Max. Working hours	40 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 document 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	Finance & Accounting in <i>Administration (A417)</i>			4
Job Title	Office Clerk/Assistant			
Number of Positions	1	Max. Working hours	20 hours per month	
Job Skills and Qualification Required				
<ul style="list-style-type: none"> - Punctual - Sincere 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 - Work 5 hours per week 				

Department	Human Resources & Operations <i>in Administration (A418)</i>			5
Job Title	Office Clerk/Assistant			
Number of Positions	1	Max. Working hours	40 hours per month	
Job Skills and Qualification Required				
<ul style="list-style-type: none"> - Bilingual preferred (Korean/English) - Highly motivated - Punctual - Service-minded - Responsible 				
Job Duties and Description				
<ul style="list-style-type: none"> - Support HR & Operations office - Document/File arrangement and filing - Writing email notices in English - Answering the office phone if supervisor is unavailable - Meeting's preparation and clean up - Cleaning and tidying up the office room 				

Department	IT Services <i>in Administration (A626)</i>			6
Job Title	Tech Assistant			
Number of Positions	2	Max. Working hours	30-40 hours per month	
Job Skills and Qualification Required				
<ul style="list-style-type: none"> - PHD (Passion, Honesty and Diligence) - Knowledge on 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 				
Job Duties and Description				
<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 - Performs other duties as assigned 				

Department	Planning & Budget in <i>Strategic Planning & Relations (A415)</i>			7
Job Title	Office Clerk/Assistant			
Number of Positions	1	Max. Working hours	55 hours per month	
Job Skills and Qualification Required				
<ul style="list-style-type: none"> - Fluent both in 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 				
Job Duties and Description				
<ul style="list-style-type: none"> - Writing drafts for different documents and 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	Research Support in <i>Research & Business Development Foundation (B417)</i>			8
Job Title	Office Clerk/Assistant			
Number of Positions	1	Working hours	55 hours per month	
Job Skills and Qualification Required				
<ul style="list-style-type: none"> - Bilingual (Korean and English) - Have good translation skills - Sincere and diligent 				
Job Duties and Description				
<ul style="list-style-type: none"> - Gathering of request from faculty members who participate in projects - Support with proposal submission - Translation of documents related with research - Scanning, filing, and organizing documents about research expenses 				

Department	Student Services in <i>Student Affairs (A208)</i>		9
Job Title	Office Clerk/Assistant		
Number of Positions	2	Working hours	30-40 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 office - Assisting in the day-to-day administrative operation of the office - Assisting in arranging and organizing events such as preparation and announcement 			