

# Recruitment of IGC Work-Study Student for Summer Semester, 2020

## 1. Qualifications and preferences

Working Department	Number of Students	Working period & hours(day of week)	Preferences	Main duties
Health Center	3	9:30~17:30 (Mon~Fri)	CPR trained/certified Bilingual in Kor & Eng	Support health center operation (ex. reception desk)
	2	11:30~13:30 (Mon~Fri)	-	Support temperature check
Billiard room	4	15:00~21:00 (Mon~Fri)	Excellent in interpretation and translation	Support Billiard room management
Library	11	9:00~18:00 (Mon~Fri)	Possible with morning shifts, Excellent in utilizing Photoshop program	Support library operation (ex. library use guidance)
Facility operation & Management Team	3	09:00~18:00 (Mon~Fri) *working schedules can be adjusted	Excellent in interpretation and translation	Assist office works
Campus Police	6	20:00~22:00 (Mon~Fri)	-	Campus patrol
PR Center	5	10:00~17:00 (excluding 12:00~13:00) (Mon~Fri)	① Excellent in utilizing Photoshop program, ② Bilingual in Kor & Eng	① Guidance of PR Center visitor, ② support PR activities
		Due to the closure of the PR center to prevent COVID-19 spread, it will be shortened to less than three hours a day until normal operation.		

- ① Qualifications: Undergraduate or graduate students who are currently enrolled at Universities in Incheon Global Campus
- ② Working period : Jun. 22<sup>nd</sup>, 2020 ~ Aug. 31<sup>st</sup> 2020(\* Working period negotiable)  
Less than 15 hours a week per one person
- ③ Rate of pay : 9,000(KWN) per hour (Campus Police: 10,000(KWN) per hour)  
(additional payment for campus police will be provided for night work)
- 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)
- ⑥ Successful applicants cannot apply for job openings at student housing, university relations team, and RA(Resident Assistant)  
\*This policy is aimed to provide job opportunities to as many students as possible

## 2. Steps to apply & Notice of job offer

- ① Application period : Jun. 1<sup>st</sup>, 2020 ~ Jun. 5<sup>th</sup> 2020
- 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 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: Dec. 9<sup>th</sup> 2019 ~ Dec. 11<sup>th</sup> 2019
- ⑦ Announcement of final acceptance: By June 19<sup>th</sup> 2019(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: 032-626-0200([itcenter@igc.or.kr](mailto:itcenter@igc.or.kr))
- ⑥ Contact
  - \* Health Center: 032-626-0553
  - \* Library: 032-626-0251
  - \* PR Center: 032-626-0531
  - \* Billiard room, Campus Police, Facility Operation & Management Team: 032-626-0544

### 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