

Work-Study Job Board in 2018 Summer

- ✓ **Work-Study Period:** July 2, 2018 – August 24, 2018
 - Application: May 24 – May 30, 2018
 - Interview Period: June 1 – June 7, 2018
 - Hiring Result: June 8, 2018 **Subject to change*
- ✓ **Eligibility:**
 - SUNY Korea students enrolled in 2018 Spring or 2018 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 the good reference from the IEC Director
- ✓ **Wage:** 8,000 KRW per hour
- ✓ **How to Apply:** Online application (<http://bit.ly/2KLJxLF>)
- ✓ **Application Deadline:** **Wednesday, May 30, 2018 (midnight)**

✓ Job Board Summary

No.	Hiring Department	Number of Student Employees
1	Admissions	1-2
2	English Debate Academy	2
3	External Relations	1-2
4	Human Resources & Operations	1
5	Institute of Sustainable Development	1
6	Intensive English Center & Program in Academic English	2
7	Public Relations	1
8	Research Support	1
9	Student Services & Career	2



**2018 Summer Work-Study Program
Online Application**
<http://bit.ly/2KLJxLF>
by Wednesday, May 30, 2018

Work-Study Job Board in 2018 Summer

Department	Admissions in Department of Admissions and Public Relations (A212)			1
Job Title	Office Clerk/Assistant			
Number of Positions	1-2	Working hours	30 – 60 hours per month	
Job description (work duties, tasks and responsibilities)				
<ul style="list-style-type: none"> - Help with Admissions recruitment event (Including campus tour) - Outbound calls to the applicants in and outside Korea for Fall 2018 (SBU & FIT) - Answer inbound calls in a professional manner - Understand application process and support applicants to complete applications - Classify applicant documents - Research work and produce data 				
Job Specifications (preferred job qualifications, requirements, skills, experience, etc.)				
<ul style="list-style-type: none"> - Basic counseling skills - Speaking ability - Fluent in Korean and English - Organizational skills - Computers skills (Excel, word, PT) 				

Department	English Debate Academy (C418)			2
Job Title	Teaching Assistant			
Number of Positions	2	Working hours	30 – 60 hours per month	
Job description (work duties, tasks and responsibilities)				
<ul style="list-style-type: none"> - They must have some experience of debate coaching - They have to take care of writing essay of students 				
Job Specifications (preferred job qualifications, requirements, skills, experience, etc.)				
Literature survey and summation				

Department	External Relations in Department of Strategic Planning and Relations (A415)			3
Job Title	Office Clerk/Assistant			
Number of Positions	1-2	Working hours	30 – 60 hours per month	
Job description (work duties, tasks and responsibilities)				
<ul style="list-style-type: none"> - Translating document both ways between Korean and English - Daily managements of office supplies - Administrative support such as updating schedule board and document management - Answering phone calls and coordinating meeting with visitors - Supporting setting up the venue and preparing refreshment for weekly/monthly staff meetings 				
Job Specifications (preferred job qualifications, requirements, skills, experience, etc.)				
<ul style="list-style-type: none"> - Fluent in both Korean and English - Proficient with MS Word, Excel, PowerPoint and HanCom Hangul - Consistent and punctual according to assigned hours - Dexterous at general office work including fast typing, stenography, dictation 				

Department	Human Resources & Operations in Department of Administration (A418)		4
Job Title	Tech Assistant		
Number of Positions	1	Working hours	60 hours per month
Job description (work duties, tasks and responsibilities)			
<ul style="list-style-type: none"> - Support tasks in HR and Operations for assuring smooth functioning of all university offices/labs/classrooms in terms of technology - Manages computers (s/w and h/w) in lab facilities, faculty office and admin offices. - Monitors (fix and report) computers, E-stations and its peripherals requiring technical attention. - Maintains university and institute websites/ social media - Periodical Inventory check - Performs other duties as assigned - Office setting for new faculty 			
Job Specifications (preferred job qualifications, requirements, skills, experience, etc.)			
<ul style="list-style-type: none"> - PHD (Passion, Honesty and Diligence) - Knowledge on computer hardware and software managements on Windows, Mac or Linux - Knowledge on web development and design / social media - Knowledge on Photoshop / DB / is a plus 			

Department	Institute of Sustainable Development (B315)		5
Job Title	Research Assistance		
Number of Positions	1	Working hours	60 hours per month
Job description (work duties, tasks and responsibilities)			
Quick reading, good comprehension and good summation			
Job Specifications (preferred job qualifications, requirements, skills, experience, etc.)			
Literature survey and summation			

Department	Intensive English Center & Program in Academic English (A719)		6
Job Title	Office Clerk/Assistant		
Number of Positions	2	Working hours	30 - 60 hours per month
Job description (work duties, tasks and responsibilities)			
<ol style="list-style-type: none"> 1. Support IEC Students as a conversation practice partner <ul style="list-style-type: none"> - To enhance IEC student's English proficiency, IEC would like to provide several conversation practice times during the session. 2. Perform general office work <ul style="list-style-type: none"> - To help with IEC office and writing center tasks 			
Job Specifications (preferred job qualifications, requirements, skills, experience, etc.)			
<ul style="list-style-type: none"> - Tutoring experience preferred - Communication skills: ability to communicate clearly; Good written and verbal presentations skills; Use proper English grammar - Reliable: Excellence attendance record 			
Other Special requests (specific day or time to work etc.)			
<ul style="list-style-type: none"> - Days: Monday – Thursday - Hours: After 3 pm 			

Department	Public Relations in Department of Admissions and Public Relations (A212)		7
Job Title	Office Clerk/Assistant & Media Assistant		
Number of Positions	1	Working hours	60 hours per month
Job description (work duties, tasks and responsibilities)			
<ul style="list-style-type: none"> - Monitor print, online news media outlets for up-to-date situations awareness - Translate document both ways between Korean and English - Writing a campus news on the official website and blog - Support daily office work such as mail or gift packaging and filing - Dictate and produce written records of interviews 			
Job Specifications (preferred job qualifications, requirements, skills, experience, etc.)			
<ul style="list-style-type: none"> - Fluent Korean & English - Proficient with MS Word, Excel, PowerPoint and Photoshop - Consistent and punctual according to assigned hours - Effective communication skills 			
Other Special requests (specific day or time to work etc.)			
Proactive about sharing ideas and thoughts			

Department	Research Support (B417)		8
Job Title	Office Clerk/ Assistant		
Number of Positions	1	Working hours	60 hours per month
Job description (work duties, tasks and responsibilities)			
<ul style="list-style-type: none"> - Translating documents related with research - Arrange and file documents with administration and research 			
Job Specifications (preferred job qualifications, requirements, skills, experience, etc.)			
<ul style="list-style-type: none"> - Bilingual (Korean and English) - Sincerity and diligence - Good translation skill 			

Department	Student Services & Career in Department of Academic and Student Affairs (A208)		9
Job Title	Office clerk/Assistant		
Number of Positions	2	Working hours	30 hours per month
Job description (work duties, tasks and responsibilities)			
<ul style="list-style-type: none"> - Support responding to the visitor and students in the student services and Career office - Assisting in the day- to – day administrative operation of the office - Assisting in arranging and organizing events such as preparation and announcement - Supporting making newsletter “ Career Weekly” about career information 			
Job Specifications (preferred job qualifications, requirements, skills, experience, etc.)			
<ul style="list-style-type: none"> - Responsible and honest - 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, e 			