

Work-Study Job Board for 2019 Fall

- ✓ **Work-Study Period:** Sep. 2 (Monday), 2019 – Dec. 11 (Wednesday), 2019
 - Application: Aug. 20 (Tuesday) – 25 (Sunday), 2019 (6 days only)
 - Interview Period: Aug. 26 (Monday) – 29 (Thursday), 2019
 - Hiring Result: Aug. 30 (Friday), 2019 **Subject to change*
- ✓ **Eligibility:**
 - SUNY Korea students enrolled in 2019 Fall
 - 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
- ✓ **Wage:** 8,500 KRW per hour
- ✓ **How to Apply:** Online application (<https://forms.gle/9RKsyoGxqMVkwZtB8>)
- ✓ **Application Deadline:** **Sunday, Aug. 25, 2019 (midnight)**

✓ Job Board Summary

No.	Hiring Department	Number of Student Employees
1	Admissions Team	2
2	External Relations Team	1
3	Fashion Business Management (Swatch Library)	1-2
4	Fashion Design (Museum Receptionist)	1-2
5	Finance	1
6	HR & Operations Team	1
7	Intensive English Center	2-3
8	IT Office	2-3
9	Public Relations Team	2
10	Research Support Team	1
11	Strategic Planning Team	1
12	Student Services & Career Team	3



**2019 Fall Work-Study Program
Online Application**
<https://forms.gle/9RKsyoGxqMVkwZtB8>
by Sunday, Aug. 25, 2019

Work-Study Job Board for 2019 Fall

Department	Admissions <i>in Admissions & Public Relations (A212)</i>			1
Job Title	Office Clerk/Assistant			
Number of Positions	2	Working hours(Maximum)	30 hours per month	
Job Skills and Qualification Required				
<ul style="list-style-type: none"> - Basic counseling skills - Fluent in Korean and/or English - Organizational skills - Computer skills (Excel, Word, PPT) - Familiar with camera 				
Job Duties and Description				
<ul style="list-style-type: none"> - Answer calls according to response manual - Support document tracking process by helping applicants to complete applications according to admission staff's guidelines - Support and accompany recruitment events - Conduct campus tours - Conduct research on schools (domestic & international) - Support office supplies management <p>*In case of a head student he/she has to manage other Works Study students</p>				

Department	External Relations <i>in Strategic Planning & Relations (A417)</i>			2
Job Title	Office Clerk/Assistant			
Number of Positions	1	Working hours(Maximum)	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 - General research on different topics - Supporting setting up the venue for different meetings 				

Department	Swatch Library <i>in Fashion Business Management (C705)</i>			3
Job Title	Data Entry Clerk, Office Clerk/Assistant, Maintenance 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"> - Minimum knowledge on fabric types - General interest in fashion - Stamina and strength to work with heavy fabric rolls - Punctual 				
Job Duties and Description				
<ul style="list-style-type: none"> - Assisting students and faculty in using swatch library (C705) or fabric room (C716) - Maintaining swatch library and fabric room clean - Keeping track of usage on swatch booklets - Organizing donated fabrics and swatches <p>WED 1:00PM~6:00PM (5hr) THU 1:00PM~6:00PM (5hr)</p>				

Department	SUNY Korea Museum <i>in Fashion Design (AB101)</i>			4
Job Title	Data Entry Clerk, Office Clerk/Assistant, Maintenance 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"> - Basic understanding of fashion - Punctual 				
Job Duties and Description				
<ul style="list-style-type: none"> - General SUNY Korea Museum maintenance - Keep visitor log - Provide brief guide for visitors - Support Director Shin - Assist exhibition preparation - Assist FIT staffs - General errands from FIT <p>Monday - Friday 13:00 ~ 16:00 (3hr)</p>				

Department	Finance in Administration (A417)			5
Job Title	Office Clerk/Assistant			
Number of Positions	1	Working hours(Maximum)	60 hours per month	
Job Skills and Qualification Required				
<ul style="list-style-type: none"> - Punctuality - Sincerity 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 				

Department	HR & Operations in Administration (A418)			6
Job Title	Office Clerk/Assistant, Maintenance Assistant			
Number of Positions	1	Working hours(Maximum)	60 hours per month	
Job Skills and Qualification Required				
<ul style="list-style-type: none"> - Bilingual is preferred – Korean & English. Fluency in both writing and speaking - Highly motivated and punctual, and service-minded student with a sense of responsibility 				
Job Duties and Description				
<p style="text-align: center;">Human Resources & Operations related matters</p> <ul style="list-style-type: none"> - Support maintaining school facilities - Support other teams for operations related issues 				

Department	Intensive English Program in Academic and Student Affairs (A719)			7
Job Title	Conversation Practice Leader			
Number of Positions	2	Working hours(Maximum)	30 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 				

Department	IT Office (A626)			8
Job Title	Tech Assistant			
Number of Positions	2-3	Working hours(Maximum)	20-30 hours per month	
Job Skills and Qualification Required				
<ul style="list-style-type: none"> - Troubleshoot information system errors for staff, faculty, and students - Managing computers (software and hardware) in lab facilities, faculty and admin offices - Monitor (fix & report) digital podiums in classrooms - Inventory check - 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 on Windows, Mac or Linux - Good grasp of networking concepts and devices (IP address, DNS, Router, etc.) - Being on time for work 				

Department	Public Relations in Admissions & Public Relations (A212)			9
Job Title	Office Clerk Assistant/Media Assistant			
Number of Positions	2	Working hours(Maximum)	30 hours per month	
Job Skills and Qualification Required				
<ul style="list-style-type: none"> - Excellent written and spoken communication skills in both KOR/ENG - Proficient with Microsoft/Adobe programs - High punctuality and diligence - Photography/Filming skills preferred 				
Job Duties and Description				
<ul style="list-style-type: none"> - Translating documents (both KOR/ENG) - Creating contents to be posted on official SNS & Website - Supporting daily office work - Assisting film/photograph media contents 				

Department	Research Support Team (B417)			10
Job Title	Office Clerk/Assistant			
Number of Positions	1	Working hours(Maximum)	60 hours per month	
Job Skills and Qualification Required				
<ul style="list-style-type: none"> - Bilingual (Korean and English) - Sincerity and diligence - Good translation skill 				
Job Duties and Description				
<ul style="list-style-type: none"> - Translate documents related with research - Arrange and file documents with administration and research 				

Department	Strategic Planning Team in <i>Strategic Planning & Relations (A415)</i>			11
Job Title	Office Clerk/Assistant			
Number of Positions	1	Working hours(Maximum)	60 hours per month	
Job Skills and Qualification Required				
<ul style="list-style-type: none"> - Fluent in both 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 - Experience in professional workplace preferred 				
Job Duties and Description				
<ul style="list-style-type: none"> - Writing drafts for different documents/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	Student Services & Career Team in <i>Academic & Student Affairs (A208)</i>			12
Job Title	Office Clerk/Assistant			
Number of Positions	3	Working hours(Maximum)	20-30 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 				