

## Work-Study Job Board for Summer 2021

- ✓ **Work-Study Period:** July 5 – August 27, 2021 (8 weeks)
  - Application Period: June 2 – 6, 2021
  - Interview Period: June 7 – 10, 2021 *\*Not applicable to all*
  - Hiring Result: June 11, 2021 *\*Subject to change*
- ✓ **Eligibility:**
  - SUNY Korea students enrolled in Spring or Summer 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/WRFCJ95MitaqbSmM6> )
- ✓ **Application Deadline:** **23:59, Sunday, June 6, 2021**  
*\*Applications submitted after the deadline will not be accepted*

✓ **Job Board Summary**

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



**Summer 2021 Work-Study Program  
Online Application**  
<https://forms.gle/WRFCJ95MitaqbSmM6>  
**by 23:59, Sunday, June 6, 2021**

## Work-Study Job Board for Summer 2021

<b>Department</b>	<b>Admissions</b> <i>in Admissions &amp; Public Relations (A212)</i>			<b>1</b>
<b>Job Title</b>	Office Clerk/Assistant			
<b>Number of Positions</b>	2-4	<b>Max. Working hours</b>	25-50 hours per month	
<b>Job Skills and Qualification Required</b>				
<ul style="list-style-type: none"> <li>- Diligent and proactive manner</li> <li>- Understand and execute assigned task to comply with the manual</li> <li>- Fluent in Korean &amp; English</li> <li>- Documentation skills (Excel, Word, PPT)</li> </ul>				
<b>Job Duties and Description</b>				
<ul style="list-style-type: none"> <li>- Support office work and event (Making Walk-in Package, Welcome-Package DM List, etc.)</li> <li>- Make inbound and outbound calls in a professional manner</li> <li>- Research and translate documents between English and Korean</li> <li>- Organize and keep the office environment pleasant</li> </ul>				

<b>Department</b>	<b>Career Development Center</b> <i>in Student Affairs (A205)</i>			<b>2</b>
<b>Job Title</b>	Office Clerk/Assistant			
<b>Number of Positions</b>	1-2	<b>Max. Working hours</b>	30-60 hours per month	
<b>Job Skills and Qualification Required</b>				
<ul style="list-style-type: none"> <li>- Korean and English Fluency (required)</li> <li>- Strong writing skills</li> <li>- Creative with Content / Detail-oriented</li> <li>- Must be able to utilize social media especially Instagram</li> <li>- Must be able to research for jobs and internships on the web</li> </ul>				
<b>Job Duties and Description</b>				
<ul style="list-style-type: none"> <li>- Research and collect lists of current job and internship positions weekly**</li> <li>- Translate Korean job descriptions to English, vice versa</li> <li>- Manage CDC Instagram and social media accounts</li> <li>- Support career events thru. compiling attendance lists, preparing refreshments, etc.</li> <li>- General administrative office support such as checking-in students, documenting meetings, maintaining the office, etc.</li> </ul>				

<b>Department</b>	<b>External Relations</b> in <i>Strategic Planning &amp; Relations (A416)</i>			<b>3</b>
<b>Job Title</b>	Office Clerk/Assistant			
<b>Number of Positions</b>	1	<b>Max. Working hours</b>	60 hours per month	
<b>Job Skills and Qualification Required</b>				
<ul style="list-style-type: none"> <li>- Fluent in both Korean and English</li> <li>- Proficient with MS Word, Excel, PowerPoint and Hangul</li> <li>- Consistent and punctual according to assigned hours</li> <li>- Has good video editing skills (preferable but not essential)</li> <li>- Proactive about sharing creative ideas for Content Creation</li> </ul>				
<b>Job Duties and Description</b>				
<ul style="list-style-type: none"> <li>- Translating document both ways between Korean and English</li> <li>- Administrative support such as document management</li> <li>- News article search and updating files</li> <li>- Supporting setting up the venue for events and meetings</li> <li>- creating PR Contents (Editing Videos, Card News, etc.)</li> </ul>				

<b>Department</b>	<b>FIT Department</b> in <i>Fashion Institute of Technology (Academic Bldg. C, 7th Floor)</i>			<b>4</b>
<b>Job Title</b>	Office Clerk/Assistant			
<b>Number of Positions</b>	1-2	<b>Max. Working hours</b>	25-50 hours per month	
<b>Job Skills and Qualification Required</b>				
<ul style="list-style-type: none"> <li>- General interest in fashion</li> <li>- Stamina and strength to work with heavy fabric rolls</li> <li>- Punctual</li> </ul>				
<b>Job Duties and Description</b>				
<ul style="list-style-type: none"> <li>- General SUNY Korea Museum maintenance</li> <li>- Assist FIT staffs</li> <li>- General errands from FIT</li> <li>- Maintaining swatch library and fabric room clean</li> <li>- Natural Dye Garden maintenance</li> <li>- Monday – Thursday: 2:00 PM – 5:00 PM</li> </ul>				

<b>Department</b>	<b>IT Services in Administration (A626)</b>			<b>5</b>
<b>Job Title</b>	Tech Assistant			
<b>Number of Positions</b>	2	<b>Max. Working hours</b>	40-50 hours per month	
<b>Job Skills and Qualification Required</b>				
<ul style="list-style-type: none"> <li>- PHD (Passion, Honesty and Diligence)</li> <li>- Knowledge on 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 troubleshooting software and network errors would be an asset</li> </ul>				
<b>Job Duties and Description</b>				
<ul style="list-style-type: none"> <li>- Manages computers in lab facilities, faculty office and admin offices</li> <li>- Troubleshoot tech related issues for online / offline courses</li> <li>- Monitors computers, E-stations and its peripherals requiring technical attention</li> <li>- Periodical inventory check</li> <li>- Performs other duties as assigned</li> </ul>				

<b>Department</b>	<b>Planning &amp; Budget in Strategic Planning &amp; Relations (A415)</b>			<b>6</b>
<b>Job Title</b>	Office Clerk/Assistant			
<b>Number of Positions</b>	1	<b>Max. Working hours</b>	60 hours per month	
<b>Job Skills and Qualification Required</b>				
<ul style="list-style-type: none"> <li>- Fluent both in Korean and English</li> <li>- Proficient with MS Office, Hangul, Excel and PowerPoint</li> <li>- High-level written and verbal communication skills</li> <li>- Reliable, proactive, punctual, detailed-oriented, and positive</li> <li>- Ability to handle some physical work</li>   <li>- Willing to work for more than 1 year including summer/winter semester</li> <li>- U2-U4 level student with a high level of data proficiency preferred</li> </ul>				
<b>Job Duties and Description</b>				
<ul style="list-style-type: none"> <li>- Data collection and analysis on university operation and related fields</li> <li>- Regular news scraping on the higher education industry</li> <li>- Document drafting and translation in both English and Korean</li> <li>- Document organization, office maintenance, etc.</li> </ul>				

<b>Department</b>	<b>Research Support</b> in <i>Research &amp; Business Development Foundation (B417)</i>		<b>7</b>
<b>Job Title</b>	Office Clerk/Assistant		
<b>Number of Positions</b>	1	<b>Working hours</b>	60 hours per month
<b>Job Skills and Qualification Required</b>			
<ul style="list-style-type: none"> <li>- Bilingual (Korean and English)</li> <li>- Sincerity and diligence</li> <li>- Good translation skill</li> </ul>			
<b>Job Duties and Description</b>			
<ul style="list-style-type: none"> <li>- Gathering of requests from faculty members who participate in projects</li> <li>- Proposal submission support</li> <li>- Translation of documents related with research</li> <li>- Scanning and filing documents about research expenses</li> </ul>			

<b>Department</b>	<b>Student Services</b> in <i>Student Affairs (A208)</i>		<b>8</b>
<b>Job Title</b>	Office Clerk/Assistant		
<b>Number of Positions</b>	2	<b>Working hours</b>	30-40 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 visitors and students in the Student Services office (office visit, phone calls)</li> <li>- Assist the day-to-day administrative operation of the office</li> <li>- Support New Student Welcome Week, quarantine preparation, etc.</li> </ul>			