

Work-Study Job Board for Fall 2021

- ✓ **Work-Study Period:** September 6 – December 10, 2021 (14 weeks)
 - Application Period: August 23 – 29, 2021
 - Interview Period: August 30 – September 2, 2021 **Not applicable to all*
 - Hiring Result: September 3, 2021 **Subject to change*
- ✓ **Eligibility:**
 - SUNY Korea students enrolled in Fall 2021
 - GPA of 3.0 or higher (N/A for students whose first semester is Fall 2021)
 - 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/nZoHhRGKMCBzfZxc7>)
- ✓ **Application Deadline:** **23:59, Sunday, August 29, 2021**
**Applications submitted after the deadline will not be accepted*

✓ **Job Board Summary**

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

Fall 2021 Work-Study Program
Online Application
<https://forms.gle/nZoHhRGKMCBzfZxc7>
by 23:59, Sunday, August 29, 2021

Work-Study Job Board for Fall 2021

Department	Admissions in <i>Admissions & Public Relations (A212)</i>			1
Job Title	Office Clerk/Assistant			
Number of Positions	3-4	Max. Working hours	20-40 hours per month	
Job Skills and Qualification Required				
<ul style="list-style-type: none"> - Diligent and proactive manner - Understand and execute assigned task to comply with the manual - Fluent in Korean & English - Documentation skills (Excel, Word, PPT) 				
Job Duties and Description				
<ul style="list-style-type: none"> - Support office work and event (Making Walk-in Package, Welcome-Package DM List, etc.) - Make inbound and outbound calls in a professional manner - Research and translate documents between English and Korean - Organize and keep the office environment pleasant 				

Department	Career Development Center in <i>Student Affairs (A205)</i>			2
Job Title	Office Clerk/Assistant			
Number of Positions	2-3	Max. Working hours	20-40 hours per month	
Job Skills and Qualification Required				
<ul style="list-style-type: none"> - Korean and English Fluency (required) - Strong writing skills - Creative with Content / Detail-oriented - 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, vice versa - Manage CDC Instagram and social media accounts - Support career events thru. compiling attendance lists, preparing refreshments, etc. - General administrative office support such as checking-in students, documenting meetings, maintaining the office, etc. 				

Department	External Relations in <i>Strategic Planning & Relations (A416)</i>			3
Job Title	Office Clerk/Assistant			
Number of Positions	2	Max. Working hours	30-40 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 - Has good video editing skills (preferable but not essential) - Proactive about sharing creative ideas for Content Creation 				
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 updating files - Supporting setting up the venue for events and meetings - creating PR Contents (Editing Videos, Card News, etc.) 				

Department	Finance & Accounting in <i>Administration (A417)</i>			4
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"> - Punctuality - Sincerity and diligence - Carefulness and preciseness 				
Job Duties and Description				
<ul style="list-style-type: none"> - Matching payment/income reports and statements from journal - Numbering, scanning, arranging and binding the reports 				

Department	FIT Department in Fashion Institute of Technology (Academic Bldg. C, 7th Floor)		5
Job Title	Office Clerk/Assistant		
Number of Positions	1-2	Max. Working hours	25-50 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"> - General SUNY Korea Museum maintenance - Support Director Shin - Assist exhibition preparation - Assist FIT staffs - General errands from FIT - 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 - Video Recording - Monday: 14:00 – 17:00 - Tuesday: 14:00-17:00 - Wednesday: 14:00 – 17:00 - Thursday: 13:00 – 17:00 - Friday: 14:00 – 16:00 *Subject to change 			

Department	IT Services in Administration (A626)		6
Job Title	Tech Assistant		
Number of Positions	2	Max. Working hours	40-50 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 troubleshooting software and network errors would be an asset 			
Job Duties and Description			
<ul style="list-style-type: none"> - Manages computers in lab facilities, faculty office and admin offices - Troubleshoot tech related issues for online / offline courses - Monitors computers, E-stations and its peripherals requiring technical attention - Periodical inventory check - Performs other duties as assigned 			

Department	Planning & Budget in <i>Strategic Planning & Relations (A415)</i>			7
Job Title	Office Clerk/Assistant			
Number of Positions	2	Max. Working hours	30-50 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 - High-level written and verbal communication skills - Reliable, proactive, punctual, detailed-oriented, and positive - Ability to handle some physical work - Willing to work for more than 1 year including summer/winter semester - U2-U4 level student with a high level of data proficiency preferred 				
Job Duties and Description				
<ul style="list-style-type: none"> - Data collection and analysis on university operation and related fields - Regular news scraping on the higher education industry - Document drafting and translation in both English and Korean - Document organization, office maintenance, etc. 				

Department	Research Support in <i>Research & Business Development Foundation (B417)</i>			8
Job Title	Office Clerk/Assistant			
Number of Positions	1	Working hours	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"> - Gathering of requests from faculty members who participate in projects - Proposal submission support - Translation of documents related with research - Scanning and filing documents about research expenses 				

Department	Student Services <i>in 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 visitors and students in the Student Services office (office visit, phone calls) - Assist the day-to-day administrative operation of the office - Support campus events, etc. 			