

Work-Study Job Board for 2019 Spring

- ✓ **Work-Study Period:** March 4, 2019 – June 7, 2019
 - Application: February 18 – 24, 2019 (7 days only)
 - Interview Period: February 25 – 28 Morning, 2019
 - Hiring Result: February 28, 2019 **Subject to change*
- ✓ **Eligibility:**
 - SUNY Korea students enrolled in 2019 Spring
 - 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://goo.gl/forms/caocTNXMxl3SVxAE2>)
- ✓ **Application Deadline:** **Sunday, February 24, 2019 (midnight)**

✓ Job Board Summary

No.	Hiring Department	Number of Student Employees
1	Admissions Team	1-2
2	External Relations Team	1
3	Fashion Business Management	1-2
4	Fashion Design	1-2
5	HR & Operations Team	2
6	Institute of Sustainable Development	1
7	Intensive English Center	2-3
8	Public Relations Team	2
9	Research Support Team	1
10	Strategic Planning Team	1
11	Student Services & Career Team	2
12	SUNY Korea English Debate Academy	2



**2019 Spring Work-Study Program
Online Application**
<https://goo.gl/forms/caocTNXMxl3SVxAE2>
by Sunday, February 24, 2019

Work-Study Job Board for 2019 Spring

Department	Admissions in <i>Admissions & Public Relations (A212)</i>			1
Job Title	Office Clerk/Assistant			
Number of Positions	1-2	Working hours	30-60 hours per month	
Job Skills and Qualification Required				
<ul style="list-style-type: none"> - Basic counseling skills - Speaking ability - Fluent in Korean & English - Organizational skills - Computer skills (Excel, word, PT) 				
Job Duties and Description				
<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 				

Department	External Relations in <i>Strategic Planning & Relations (A417)</i>			2
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"> - 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 <i>*Not shy, but rather proactive about sharing innovative ideas for enhancing efficiency and effectiveness concerning ways of doing things both in and out of the office</i> <i>*Set up a goal either personal or job-related that hires want to achieve during the span of the employed period</i> 				
Job Duties and Description				
<ul style="list-style-type: none"> - Translating documents both ways between Korean and English - 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 				

Department	Swatch Library in Fashion Business Management (C705)			3
Job Title	Data Entry Clerk, Office Clerk/Assistant, Maintenance Assistant			
Number of Positions	1-2	Working hours	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 10:00AM~12:00PM / 1:00PM~6:00PM (7hr)</p>				

Department	SUNY Korea Museum in Fashion Design (AB101)			4
Job Title	Data Entry Clerk, Office Clerk/Assistant, Maintenance Assistant			
Number of Positions	1-2	Working hours	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 10:00AM ~ 4:00PM</p>				

Department	HR & Operations in Administration (A418)			5
Job Title	Office Clerk Assistant/Tech Assistant			
Number of Positions	2	Working hours	30-60 hours per month	
Job Skills and Qualification Required				
<ul style="list-style-type: none"> - Knowledge on computer hardware and software management on Windows, Mac or Linux - Skills on Excel, Word, PPT 				
Job Duties and Description				
<ul style="list-style-type: none"> - Performs all tasks in HR & Operations, assuring smooth functioning of all university offices/labs/classrooms in terms of technology - Manages computers (s/w & h/w) in lab facilities, faculty offices and admin offices - Monitors (fix & 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 				

Department	Institute of Sustainable Development (A619)			6
Job Title	Research Assistant			
Number of Positions	1	Working hours	60 hours per month	
Job Skills and Qualification Required				
<ul style="list-style-type: none"> - Quick reading, good comprehension & good summation 				
Job Duties and Description				
<ul style="list-style-type: none"> - Literature survey and summation 				

Department	Intensive English Center in Academic and Student Affairs (C506)			7
Job Title	Office Clerk Assistant/Conversation Practice Partner			
Number of Positions	2-3	Working hours	20-30 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 - Mondays- Thursday: After 2PM 				

Department	Public Relations in Admissions & Public Relations (A212)			8
Job Title	Office Clerk Assistant/Media Assistant			
Number of Positions	2	Working hours	30 hours per month	
Job Skills and Qualification Required				
<ul style="list-style-type: none"> - Fluent in both Korean and English - Proficient with Microsoft programs - Consistent and punctual according to assigned hours - Effective communication skills - Photography / Filming skills preferred 				
Job Duties and Description				
<ul style="list-style-type: none"> - Monitoring off/online news media outlets for up-to-date situation awareness - Translating documents (both ways, Korean and English) - Writing campus news to be posted on school's official social media accounts & website - Supporting daily office work - Assisting filming media contents 				

Department	Research Support Team (B417)			9
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"> - Translate documents related with research - Arrange and file documents with administration and research 				

Department	Strategic Planning Team in Strategic Planning & Relations (A417)			10
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"> - Fluent in both Korean and English - Proficient with MS Word, Excel, PowerPoint and HanCom Hangul - 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 documents both ways between Korean and English - Managing and organizing documents - Data study and analysis - Setting up meeting venues and supporting events - Office cleaning 				

Department	Student Services & Career Team <i>in Academic & Student Affairs (A208)</i>			11
Job Title	Office Clerk/Assistant			
Number of Positions	2	Working hours	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 				

Department	SUNY Korea English Debate Academy <i>(C418)</i>			12
Job Title	Teaching Assistant			
Number of Positions	2	Working hours	30 hours per month	
Job Skills and Qualification Required				
<ul style="list-style-type: none"> - Help pre-college students with writing essays - Need to be able to proofread 				
Job Duties and Description				
<ul style="list-style-type: none"> - Essay Writing - Proofreading 				