

<b>Job Title:</b> Career Development Team Member	
<b>Job Code:</b>	<b>Grade:</b>
<b>Reports to:</b> Career Development Team Leader	
<b>Salary Range:</b> TBA	
<b>Priority Deadline:</b> ASAP	

**Position Summary**

The Career Development Team Member is responsible for supporting students to find their career paths by providing one-on-one career coaching services and various career workshops and programs. The staff will assist in securing internships and jobs for students and will support the overall operation of the Career Development Center by performing administrative duties

**Responsibilities:**

- Provide career consulting services to students including English resume and cover letter reviews, interview preparations, and general career counseling
- Research recent career trends and relevant information regarding career opportunities for students
- Contact and network with various company representatives for potential internship and job opportunities for SUNY Korea students
- Coordinate and support career workshops and events by arranging guest speakers, making posters, drafting and sending the emails to students, and writing event reports
- Maintain meeting records, alumni records, and career workshop records
- Operate the Social Networking Sites
- Manage the Career Weekly newsletter
- Draft various career notification emails regarding internships, jobs and career events

**Qualifications**

- Bachelor's degree
- Work experience in a related field, preferably in a higher educational setting will be preferred
- Career coaching experience would be a plus
- Fluency in both Korean and English writing and communication skills
- Computer skills – Microsoft Office (Excel, Word, and PowerPoint)
- Ability to work independently with minimal supervision
- Excellent organizational skills, detail-oriented, and ability to multi-task and manage priorities
- Punctual, reliable, adaptable, flexible, and demonstrated ability to go above and beyond what is necessary

<b>Job Title:</b> Human Resources & Operations Team Member	
<b>Job Code:</b>	<b>Grade:</b>
<b>Reports to:</b> Human Resources & Operations Team Leader	
<b>Salary Range:</b> TBA	
<b>Priority Deadline:</b> ASAP	

**Position Summary/Responsibilities**

SUNY Korea is seeking a talented new team member to join Human Resources & Operations Team, Office of Administration. In this position, an employee performs a wide variety of duties related to labor relations concerns, recruitment/hiring process, personnel committee, and other general affair tasks that are assigned.

**Responsibilities**

- Reviewing employment contracts for SUNY Korea staff members
- Tasks related to hiring new staff members
- Tasks related to employee evaluation (fixed term employee and annual employee evaluation)
- Update and keep records of annual leaves, manage leave of absence/return to work process
- Tasks related to Personnel Committee (employment status conversion, disciplinary )
- Supporting Labor-Management Council related tasks
- Other general affair tasks that are assigned

**Qualifications**

- Candidate with work experience in related field preferred
- Candidate with related degree/major preferred
- Fluency in both English and Korean writing and communication skills