

Job Description

Job Title	Strategic Services Coordinator
Reports to	Team Leader of Planning & Budget
Team	Planning & Budget
Dept./Office	Strategic Planning & Relations

Drafted as of: August 2, 2021

Team Summary – Planning & Budget

Planning & Budget Team is responsible for strategic planning and budgetary management of SUNY Korea (hereinafter referred to as “the University”). It is called upon on a wide range of topics and dialogues across the University which requires evidence-based briefings and insights. It makes sure that such reports are in line with strategic goals of the institution and aimed to improve institutional efficiency and effectiveness.

Work Performed

- Provide strategic planning and appropriate consultations across all functions of the University and produce various data-driven reports for internal and external use.
- Support various internal and external committees and meetings, including but not limited to the university council and the board of managers’ meetings.
- Provide a budgetary management service across all budget units, which includes but not limited to supporting planning and execution of annual budgets by individual budget units and the entire institution and producing monthly budget reports.
- Support policy management that governs operations and functions of the University.
- Conduct clerical work of the office.
- May also perform other duties assigned as part of new strategic initiatives.

Qualifications

- Minimum Qualifications
 - Bachelor’s degree
 - Full command of the English and Korean languages
 - Competitive skills in Microsoft Office and Hancm Office
 - Competent command of handling numeric data set
- Preferred Qualifications
 - Experience in higher education with knowledge in institutional data/budget management

Personal Attributes

Planning & Budget is looking for a team member who possesses:

- Problem-solving and analytical skills that enable production of convincing reports on findings,
- Professional soft skills that enable effective and efficient exchange of ideas with senior administrators, supervisors, and co-workers,
- Capability to deal with time-sensitive tasks under pressure while delivering targeted results,
- Strong and reliable work ethics.