

SBU Academic Team

Dept./Office	Academic Affairs
Team	SBU Academic Team
Position	Team Member / English Program (IEC&PAE) Intern
Reports to	SBU Academic Team Leader

Position Summary

SUNY Korea is seeking a talented new team member to join SBU Academic Team, Academic Affairs. In this position, an employee performs a wide variety of duties related to the faculty support, faculty hiring, and other academic related tasks that are assigned:

Responsibilities

- Manage the **Intensive English Center (IEC)** from course planning to student management
- Manage the **Program in Academic English (PAE)** from course planning to faculty support
- Work to keep programs on schedule, within stated budgets and functioning smoothly
- Coordinate interactions/relationships between SUNY Korea and New York campuses
- Create and maintain program records, reports, presentations and proposals
- Providing administrative support for the SBU Academic Affairs
- Assisting with other duties as needed

Minimum Qualifications

- Bachelor's degree
- Fluent Communication and Documentation skills in English and Korean
- Knowledge of both American and Korean College Education
- Understanding of Diversity, Equity, and Inclusion

Preferred Qualifications

- Prior experience in higher education
- Exceptional, demonstrated skills at all levels of communication in English and Korean, including the ability to communicate openly, honestly, and respectfully with students, colleagues, and community members to facilitate discussion and decision making

Required Skills, Knowledge and Abilities:

- Strong ethics and reliability
- Solid organizational skills including attention to detail

- Strong interpersonal skills with the ability to maintain composure under stressful situations
- Proficient with MS Office Suite
- Excellent analytical, data gathering, and planning skills
- Ability to multi-task in a fast-paced environment