

# FIT Academic Team

<b>Dept./Office</b>	Academic Affairs
<b>Team</b>	FIT Academic Team
<b>Position</b>	Department Coordinator
<b>Reports to</b>	Team Manager of FIT Academic Affairs

## Position Summary

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

### Responsibilities

- Communicating with FIT New York campus
- Providing academic advising to the FIT students
- Providing administrative assistance to the FIT Faculty
- Providing administrative support for the Academic Affairs office
- Providing administrative support for the SUNY Korea Museum of Modern Costume
- Assisting with other duties as needed

### Minimum Qualifications

- Bachelor's degree
- Fluent Communication and Documentation skills in English and Korean
- Knowledge of acceptable advising techniques for a diverse student body
- Understanding of Diversity, Equity, and Inclusion

### Preferred Qualifications

- Prior experience in higher education
- Background in art or design-related fields
- 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

# FIT Academic Team

<b>Dept./Office</b>	Academic Affairs
<b>Team</b>	FIT Academic Team
<b>Position</b>	Team Manager / Registrar
<b>Reports to</b>	Dean of Academic Affairs

## Position Summary

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

### Responsibilities

- Operating and maintaining the FIT departments, Fashion Business Management and Fashion Design
- Communicating with FIT New York campus
- Maintaining physical and computerized records including academic calendar, student information, class rosters, course schedule and other related databases
- Processing and transmitting requests for student information among teams and with New York campus
- Responding to requests from Ministry of Education
- Providing academic advising to the FIT students
- Providing administrative assistance to the FIT Faculty
- Providing administrative support for the Academic Affairs office
- Providing administrative support for the SUNY Korea Museum of Modern Costume
- Assisting with other duties as needed

### Minimum Qualifications

- Bachelor's degree
- Fluent Communication and Documentation skills in English and Korean
- Knowledge of acceptable advising techniques for a diverse student body
- Understanding of Diversity, Equity, and Inclusion

### Preferred Qualifications

- Prior experience in higher education
- Background in art or design-related fields
- 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

# SBU Academic Team

<b>Dept./Office</b>	Academic Affairs
<b>Team</b>	SBU Academic Team
<b>Position</b>	Team Member / Department Coordinator (Coordinator of Mechanical Engineering Department)
<b>Reports to</b>	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 department operation, faculty support, academic advising, and other academic related tasks that are assigned:

### Responsibilities

- Providing administrative support for the Department of Mechanical Engineering (ME)
- Providing academic advising to the ME students
- Providing administrative assistance to the ME Dept. Chair and Faculty
- Operating the ME graduate programs
- Providing administrative support for Academic Affairs
- Assisting with other duties as needed

### Minimum Qualifications

- Bachelor's degree
- Fluent Communication and Documentation skills in English and Korean
- Knowledge of acceptable advising techniques for a diverse student body
- 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