

Career Development Team

Dept./Office	Student Affairs
Team	Career Development Team
Position	Intern
Reports to	Career Development Team Leader

Position Summary

SUNY Korea is seeking a talented intern to join Career Development Team, Student Affairs. The Career Development Team intern 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 intern 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
- 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 (Instagram)
- Manage the Career Weekly newsletter
- Draft various career notification emails regarding internships, jobs and career events

Qualifications

- Bachelor's degree
- Work experience in a professional environment (internship experience may be accepted)
- 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