

Research & Business Development Foundation

Dept./Office	Research & Business Development Foundation
Team	Research Support Team
Position	Intern
Reports to	Research Support Team Leader

Position Summary

SUNY Korea is seeking a talented new intern to join Research Support Team, Research and Business Development Foundation. In this position, an employee performs a wide variety of duties related to administrative support, research project support, and other research support tasks that are assigned:

Responsibilities

- Administrative support
(Enactment of Policies and Regulations, Guidance on the research management system)
- Manage overhead expenses and income
- Create and review expense reports of research funds
- Research project support (RCMS, EZbaro)
- Other research support tasks

Qualifications

- Bachelor's degree
- Fluency in English and Korean writing and communication skills

Required Skills, Knowledge and Abilities:

- Strong ethics and reliability
- Excellent analytical skills
- Proficient in MS Office

Preferences

- Candidate with related work experience preferred