

Academic Team Intern

Dept./Office	Academic Affairs
Team	FIT Academic Team
Position	Academic Coordinator (Intern)
Reports to	Academic Team Leader

Position Summary

SUNY Korea FIT Academic Team is searching for proactive professionals who are passionate about assisting students as they progress through their academic journey, from new student orientation to graduation. In this position, an employee performs a wide variety of duties related to academic advising, student events related to Fashion Design (FD), and other Academic Affairs tasks that are assigned.

Responsibilities

- Advises students concerning their academic plans and progress, academic schedule, and other academic activities and career goals
- Plans and implements activities that serve FD-major students
- Updates and keeps records on student progress
- Verifies students' degree progress
- Intervenes if behavioral or academic abnormalities occur
- Provides support to students and faculty for their general inquiries
- Coordinates and provides programs designed for students

Qualifications

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

Required Skills, Knowledge, and Abilities:

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

Preferences

- Candidate with related degree/major preferred
- International experience a plus