

Team Leader / Career Development Team

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

Position Summary

SUNY Korea is seeking a talented new team leader to join Career Development Center, Student Affairs. In this position, an employee performs a wide variety of duties related to student employment/success support, career counseling, corporate relations, and other tasks that are required. This is a one-year contract that can be renewed with satisfactory performance. The possibility of converting or extending the contract will be determined based on job performance and competency.

Responsibilities

- Operate and manage the Career Development Center
- Host 6 to 8 career events per semester, inviting guest speakers, alumni, and business professionals
- Search for and solicit internship and job opportunities from companies across diverse fields and promote these opportunities to students, including credit-bearing internships
- Offer career consulting services to all students, assisting them in searching for and applying to suitable internship and job positions, editing their resumes and cover letters, and conducting mock job interviews.
- Track and manage the employment status of graduates and report to the Ministry of Education (twice a year)
- Proactively partner with companies and institutions in the Incheon and Seoul area to provide valuable career opportunities to students
- Work closely with the Admissions and External Relations teams to promote successful stories of our alumni to outside of the university

Requirements

Must

- Bachelor degree or higher in Human Resources, Business, or a closely related field
- Excellent communication skills in English and Korean

Plus

- Relevant industry experience (Human Resources/Business/Career services, etc.) is preferred
- Excellent communication and organization skills
- High standard of professional integrity expected
- Knowledge of acceptable advising techniques for a diverse student body
- Understanding of Diversity, Equity, and Inclusion