

# FIT Registrar / FIT Academic Team

<b>Dept./Office</b>	Academic Affairs
<b>Team</b>	FIT (Fashion Institute of Technology) Academic Team
<b>Position</b>	Team Member (FIT Registrar)
<b>Reports to</b>	Academic Team Leader

## Position Summary

SUNY Korea is seeking a talented new team member to join the FIT Academic Team, Academic Affairs. In this position, an employee performs a wide variety of duties related to the FIT academic general operations, curriculum and records management, FIT Scholarship, military manpower administration, and other academic-related tasks that are assigned. 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

- Managing all tasks related to the FIT Registrar including Curriculum and Records management,
- Student Data management, Enrollment, Academic Calendar Planning, Course Scheduling, Classroom Assignment, Course Evaluation, and Document Issuing for various verifications
- Managing the FIT Scholarship
- Managing the Military Manpower Administration for Korean students
- Communicating with FIT New York campus
- Providing administrative support for the FIT Academic Affairs including Placement Exams
- Providing general academic advising to the FIT students
- Providing administrative assistance to the Dean of Academic Affairs
- Assisting with other duties as needed

## Requirements

### Must

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

### Plus

- Prior experience in higher education
- Understanding of Diversity, Equity, Inclusion, and Social Justice
- Ability to multi-task in a fast-paced environment