

Job Title: Coordinator at Office of the President	
Job Code:	Grade:
Reports to: President of the University	
Salary Range: According to the University's regulations	
Priority Deadline: ASAP	

Position Summary/Responsibilities

A Coordinator at the Office of the President helps with the organization and running of the daily administrative operations of the Office of the President.

Responsibilities

- Providing administrative support for President
- Schedule management and meetings arrangement
- Researching and writing documents
- VIP and guest protocol
- Budget management
- Maintaining the office environment

Qualifications

- Fluent in both Korean and English – business communication skills (verbal and written)
- Research, planning, and organizational skills
- Work experience in a related field preferred
- Undergraduate major in office administration(비서학과) preferred