

# SBU Academic Team

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| <b>Dept./Office</b> | Academic Affairs   |
| <b>Team</b>         | SBU Academic Team  |
| <b>Position</b>     | Team Member / Coordinator for Faculty of Sciences and Humanities and Library Coordinator |
| <b>Reports to</b>   | SBU Academic Team Leader   |

## Position Summary

SUNY Korea is seeking a talented new team member to join SBU Academic Team, Academic Affairs. In this position, an employee performs a wide variety of duties related to the faculty support, faculty hiring, and other academic related tasks that are assigned:

### Responsibilities

- Providing administrative and academic support for the Faculty of Sciences and Humanities (FSH)
- Providing administrative assistance to FSH faculty (SBU, FIT), and the Head of FSH.
- Managing General Education course plans and adjunct faculty hiring for FSH.
- Managing the overall administration and operation of SUNY Korea Library
- Communicating and cooperating with IGC (Campus Main Library) to manage the Library
- Providing administrative support for the SBU Academic Affairs
- Assisting with other duties as needed

### Minimum Qualifications

- Bachelor's degree
- Fluent Communication and Documentation skills in English and Korean
- Knowledge of acceptable advising techniques for a diverse student body
- Understanding of Diversity, Equity, and Inclusion

### Preferred Qualifications

- Prior experience in higher education
- Exceptional, demonstrated skills at all levels of communication in English and Korean, including the ability to communicate openly, honestly, and respectfully with students, colleagues, and community members to facilitate discussion and decision making

### Required Skills, Knowledge and Abilities:

- Strong ethics and reliability

- Solid organizational skills including attention to detail
- Strong interpersonal skills with the ability to maintain composure under stressful situations
- Proficient with MS Office Suite
- Excellent analytical, data gathering, and planning skills
- Ability to multi-task in a fast-paced environment

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| <b>Dept./Office</b> | Academic Affairs  |
| <b>Team</b>         | SBU Academic Team   |
| <b>Position</b>     | Team Member / Department Coordinator<br>(Coordinator for Computer Science Department) |
| <b>Reports to</b>   | SBU Academic Team Leader  |

## Position Summary

SUNY Korea is seeking a talented new team member to join SBU Academic Team, Academic Affairs. In this position, an employee performs a wide variety of duties related to the department operation, faculty support, academic advising, and other academic related tasks that are assigned:

### Responsibilities

- Providing administrative support for the Department of Computer Science(CS)
- Providing academic advising to the CS students
- Providing administrative assistance to the CS Dept. Chair and Faculty
- Operating the CS graduate programs including admissions
- Providing administrative support for the SBU Academic Affairs
- Providing administrative assistance for the Provost Office
- Assisting with other duties as needed

### Minimum Qualifications

- Bachelor's degree
- Fluent Communication and Documentation skills in English and Korean
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