

Finance & Accounting Team

Dept./Office	Office of Administration
Team	Finance & Accounting Team
Position	Intern
Reports to	Finance & Accounting Team Leader

Position Summary

SUNY Korea is seeking a talented new team member to join Finance & Accounting Team, Office of Administration. In this position, an employee performs a wide variety of duties related to manage university tuition and fees, prepare accounting reports, and other financial tasks that are assigned:

Responsibilities

- Overall tuition management: issuing billing statements, collecting deposits and monitoring payment status daily
- Financial closing – support monthly, quarterly and yearly closing, bookkeeping
- Support for account payables of university fund - wire transfer, check the classification
- Responsible for corporate card management – review payment report, daily check the payment
- Other financial tasks that are assigned

Qualifications

- Bachelor's degree
- Relevant work experience and/or educational background preferred
- Fluency in English and Korean writing and communication skills

Required Skills, Knowledge and Abilities:

- Strong ethics and reliability
- Excellent analytical skills, time management
- Proficient in MS Office

Preferences

- Candidate with related degree/major preferred

External Relations Team

Dept./Office	Strategic Planning & Relations
Team	External Relations Team
Position	Intern
Reports to	External Relations Team Leader

Position Summary

The External Relations Intern is responsible for supporting, coordinating, and creating media content. The External Relations Intern also provides organizational and administrative supports including but not limited to Memorandum of Understanding (MoU), alumni association and other external/internal events.

Responsibilities

- Coordinate, facilitate and assist in photo and film shoots including transportation of equipment.
- Coordinate, facilitate and assist in photo and video editing and project development.
- Edit, enhance and encode content for online distribution.
- Design, create and deploy graphics and motion graphics for media projects.
- Coordinate event management and stakeholder services including donor registration, donation ceremony, signing ceremony, visitor tour and events related to alumni

Qualifications

- Bachelor's degree
- Work experience in a related field
- Fluency in both Korean and English writing and communication skills

Required Skills, Knowledge and Abilities:

- Strong ethics and reliability
- Excellent analytical skills
- Proficient in MS Office
- Proficient in Adobe creative suite

Preferences

- Candidate with related degree/major preferred