

# FIT Academic Team

<b>Dept./Office</b>	Academic Affairs
<b>Team</b>	FIT Academic Team
<b>Position</b>	Team Member & Department Coordinator (Coordinator for Fashion Design Department)
<b>Reports to</b>	FIT Academic Team Leader

## Position Summary

SUNY Korea is seeking a talented new team member to join FIT 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 Fashion Design (FD)
- Providing academic advising to the FD students
- Providing administrative assistance to the FD Dept. Chair and Faculty
- Communicating with FIT New York Campus
- Providing administrative support for the Academic Affairs office
- Providing administrative support for the SUNY Korea Museum of Modern Costume
- 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