

SBU Academic Team

Dept./Office	Academic Affairs
Team	SBU Academic Team
Position	Team Member / Coordinator for Faculty of Sciences and Humanities and Library Coordinator
Reports to	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 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 the 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