

FIT* Academic Team

Dept./Office	Academic Affairs
Team	FIT Academic Team
Position	Team Member / Academic Administrator
Reports to	FIT Academic Team Leader

*FIT: Fashion Institute of Technology

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 FIT Academic general operations, Curriculum and Records Management, FIT Scholarship, Military Manpower Administration, and other academic-related tasks that are assigned:

Responsibilities

- Managing all tasks related to the FIT Registrar including Curriculum and Records management, Student Data management, Enrollment, Academic Calendar Planning, Course Scheduling, Classroom Assignment, Course Evaluation, and Document Issuing for various verifications
- Managing the FIT Scholarship
- Managing the Military Manpower Administration for Korean students
- Communicating with FIT New York campus
- Providing administrative support for the FIT Academic Affairs including Placement Exams
- Providing general academic advising to the FIT students
- Providing administrative assistance to the Dean of 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