

SBU Academic Team

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

Position Summary

SUNY Korea SBU Academic Team is searching for a proactive professional who is passionate about managing student data as he/she progresses through the academic journey, from new student orientation to graduation. In this position, an employee performs a wide variety of duties related to the SBU Academic general operations, Registrar, University Scholarship, Military Manpower Administration, and other academic-related tasks that are assigned:

Responsibilities

- Managing all tasks related to the SBU Registrar including Student Data management, Enrollment, Academic Calendar Planning, Course Scheduling, Classroom Assignment, Course Evaluation, and Document Issuing for various verifications
- Operating the Cross-Registration Program among IGC Universities
- Managing the University Scholarship
- Managing the Military Manpower Administration for Korean students
- Providing administrative support for the SBU Academic Affairs including Transfer Credit Evaluation, and Placement Exams
- Providing general academic advising to the SBU students
- Providing administrative assistance to the Dean of Academic Affairs
- Assisting with other duties as needed

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

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

Preferences

- Candidate with related degree/major preferred
- International experience a plus
- 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