

FIT Academic Team

Dept./Office	Academic Affairs
Team	FIT Academic Team
Position	Team Member (Fashion Design Dept. Coordinator)
Reports to	Academic Team Leader

Position Summary

SUNY Korea FIT Academic Team is searching for a proactive professional who is passionate about assisting students 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 academic advising, student events related to Fashion Design (FD), and other Academic Affairs tasks that are assigned.

Responsibilities

- Advises students concerning their academic plans and progress, academic schedule, and other academic activities and career goals
- Plans and implements activities that serve FD-major students
- Updates and keeps records on student progress
- Verifies students' degree progress
- Intervenes if behavioral or academic abnormalities occur
- Provides support to students and faculty for their general inquiries
- Coordinates and provides programs designed for students

Qualifications

- Bachelor's degree
- Fluency in English and Korean writing and communication skills

Required Skills, Knowledge, and Abilities:

- Strong ethics and reliability
- Strong communication and interpretation skills
- Excellent analytical skills
- Proficient in MS Office

Preferences

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