

# Research Support Team Member

<b>Dept./Office</b>	Research & Business Development Foundation
<b>Team</b>	Research Support Team
<b>Position</b>	Team Member
<b>Reports to</b>	Research Support Team Leader

## Position Summary

SUNY Korea is seeking a talented new staff member to join the Research Support Team in the Research & Business Development Foundation. In this position, an employee will perform a wide variety of duties related to managing research projects, handling research funds, and other project management-related tasks.

## Responsibilities

- **R&D Project Application:** Assist in the application process for new research and development projects and prepare the relevant documents.
- **R&D Fund Execution:** Manage and execute resources and budgets required for research.
- **R&D Project Settlement:** Handle national grant program-related applications, project fund execution, settlements, etc.
- **Procurement Management:** Coordinate research equipment centralized purchasing, asset inspection, and management.

## Requirements

### Must

- Bachelor's degree.
- Experienced in University Administrative Affairs and Research Administration.
- Experience with national smart R&D systems, such as EZbaro, RCMS, E-Nara Help, and others.
- Strong ethics and reliability
- Solid organizational skills, including attention to detail

### Plus

- Fluent communication and documentation skills in English and Korean