

## 1. Opening Positions & Conditions

No.	Dept./Team	Number of Employees	Conditions
1	Office of the President (In charge of budget management)	1	One year contract and renewable with satisfactory performance. Contract conversion/extension to be determined based on job performance/competency
2	SBU Academic Team (ECE Dept. Coordinator)	1	
3	External Relations Team (Team Leader)	1	
4	External Relations Team (Team Member)	1	
5	Human Resources & Operations Team (Team Member)	1	Contract-based position for 1 year 3 months

\* Salary may vary based on applicant's career and SUNY Korea salary regulation (Four major insurances are provided in accordance with Korean law)

## 2. Recruitment Schedule

Title	Schedule	Content	Result Announcement	Remarks
Application Review	Deadline May 27, 2022	Apply from SUNY Korea website	May 30, 2022	Individual email will be sent out to those who pass on to the next round.
1st Round of Interviews	May 31- June 8, 2022	Interview / Personality-Aptitude Test / English Writing Test	June 10, 2022	
2nd Round of Interviews	June 11- June 21, 2022	Final Interviews	June 24, 2022	

\*The schedule is subject to change.

## 3. Qualifications / Preferences

- A. Bachelor's degree
- B. Fluent in English and Korean
- C. Proficient in MS Office

\*Details are included in the attached job descriptions.

## 4. Application Method

: Submission of job application form from SUNY Korea website.  
(<http://www.sunykorea.ac.kr/write/etcjob2>)

## 5. Application Materials

- A. Job application form
- B. Resume and Cover Letter, both in English and Korean (4 documents in total)
- C. If applicable, please submit your certificate of career with your resume.
- D. GPA must be included
- E. High school information must be included

## **6. Others**

- A. Submitted documents and other information will not be returned.
- B. Disqualification may occur as a result of the following:
  - Falsity / Crucial mistakes on documentation
  - Missed deadline
  - Unable to be contacted
  - Late arrival
- C. Preferential treatment is given to those eligible for employment support pursuant to the “Act on the Honorable Treatment of and Support for Persons, etc. of Distinguished Service to the State,” and “Act on the Employment Promotion and Vocational Rehabilitation of Persons with Disabilities.”
- D. The University may not hire new employees, if there are no strong candidates.

**\*Attachments: 1. Job Descriptions**

