

The Office of the President

Dept./Office	The Office of the President
Team	-
Position	Team Member/Assistant to the President (Budgetary Management)
Reports to	President or Team Leader/Executive Assistant

Summary – The Office of the President

The Office of the President serves the Board of Managers as the principal administrative office for the University, with particular concern for educational and physical planning, policy recommendations, budget development and control, program coordination, governmental affairs and for providing general leadership for the University in achieving its objectives.

Responsibilities

- Budgetary management service across all budget units, which includes supporting planning and execution of annual budgets by individual budget units and the entire institution
- Analysis of budget spending to produce monthly, quarterly, and yearly budget reports
- Clerical work of the office
- Other duties assigned as part of new strategic initiatives

Minimum Qualifications

- Knowledge of MS Excel (specifically, advanced formulas, pivot tables and charts)
- Familiarity with forecasting methods and data analysis
- Ability to explain budgeting and financial information in plain terms
- Bachelor's degree in Accounting, Finance, or related field
- Full command of the English and Korean languages

Preferred Qualifications

- Experience in higher education with knowledge of budgetary management

Personal Attributes

The Office of the President is looking for a team member who possesses the following attributes:

- Problem-solving and analytical skills that enable production of credible reports on findings
- Professional soft skills that enable effective and efficient exchange of ideas with senior administrators, supervisors, and co-workers
- Capability to deal with time-sensitive tasks under pressure while delivering targeted results
- Strong and reliable work ethic

SBU Academic Team

Dept./Office	Academic Affairs
Team	SBU Academic Team
Position	Team Member / Department Coordinator (Coordinator of Electrical and Computer Engineering Department)
Reports to	SBU Academic Team Leader

Position Summary

SUNY Korea is seeking a talented new team member to join SBU Academic Team, Academic Affairs. In this position, an employee performs a wide variety of duties related to the department operation, faculty support, academic advising, and other academic related tasks that are assigned.

Responsibilities

- Providing administrative support for the Department of Electrical and Computer Engineering (ECE)
- Providing academic advising to the ECE students
- Providing administrative assistance to the ECE Dept. Chair and Faculty
- Providing administrative support for the ECE Dept. Lab Operation
- Providing administrative support for 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 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

External Relations Team

Dept./Office	Strategic Planning & Relations
Team	External Relations Team
Position	Team Leader
Reports to	Dean of Strategic Planning & Relations

Position Summary

The External Relations Team Leader is responsible for the implementation of public relations activities and events, as well as the management of donation records, donor appreciation, tracking, reporting, and cultivation. The External Relations Team Leader is also responsible for overall management of the university's website maintenance and external communications including but not limited to signing Memorandums of Understanding (MOU).

Responsibilities

- Manages the team's tasks that include creating contents, public relations activities, marketing, donor appreciation ceremony, organizing external/internal events, visitor tours and events
- Operates social media channels for content distribution and activation
 - Experience in planning, producing, advertising, and organizing contents on Facebook / Instagram / Google AdWords is preferred
- Assists with public relations efforts in conjunction with internal and external university stakeholders to fully integrate donors and maintain an accurate donation database, donor stewardship records, and donor history
- Compiles data for weekly reports and reports for BoM meetings
- External communication with outside institutions

Qualifications

- Bachelor's degree or higher
- Work experience in a related field, preferably in a higher education setting
- High level of fluency in both English and Korean writing and communication skills
- Extensive knowledge of the higher education systems and the secondary education systems in Korea and the USA

Required Skills, Knowledge and Abilities:

- Communication and Interpersonal Skills:
 - Excellent presentation skills and techniques
 - Ability to get on well with others within the Team and other members at the university
 - Skills to facilitate internal communication, resolve conflicts, balance work among team members and solve problems
- Leadership Skills:
 - Proactive and forward-looking, with an exploring attitude
 - forward- looking and an exploring attitude
 - Open- minded, flexible and willing to help team members grow
 - Decision- making skills, along with determination, ownership and fair judgement skills required
- Management Skills:
 - Have a good understanding of budget planning and control
 - Have skills in examining operations and procedure, providing policies, developing innovative ideas and finding efficient procedures
 - Ability to write and design promotional materials and lead the team to high results
 - Ability to gather data, compile information, and prepare reports
- Computer skills – Microsoft Office (Excel, Word, and PowerPoint)

External Relations Team

Dept./Office	Strategic Planning & Relations
Team	External Relations Team
Position	Team Member
Reports to	Dean of Strategic Planning & Relations

Position Summary

The External Relations Team Member is responsible for overall maintenance and content management of the website, carries out website planning and daily updates (campus news, information etc.) and analyzes website data and contents data.

Also the Team Member supports public relations activities and events, as well as the management of donation records, donor appreciation, tracking, reporting, and cultivation.

Furthermore, the Team Member provides organizational and administrative support including but not limited to Memorandums of Understanding (MOU) and other external/internal events.

Responsibilities

- Website Management:
 - Create an efficient outcome of website development and communication with an outsourcing agency
 - Analyze website and contents data
 - Updates daily news and information on the website
 - Updates daily requests from other departments
- Social Media Management:
 - Operate social media channels for content distribution and activation
 - Experience in planning, producing, advertising, and organizing contents on Facebook/Instagram/Google AdWords
 - Perform online advertising and analyze data on Facebook/Instagram/Google Adwords/NAVER etc.
- Photography & Filming
 - Take photographs/videos for university events and activities
- Provides support to maintain an accurate donation database, donor stewardship records, and donor history
- Responsible for receiving and processing donations, including issuing receipts
- Identifies potential donors, sponsors, and grants, based on database records, donor history, and research
- Assists with donor, alumni registration and information updates

Qualifications

- Bachelor's degree
- Work experience in a related field, preferably in a higher education setting
- Fluency in both English and Korean writing and communication skills
- Experienced in marketing strategic planning
- Experienced in a related field, preferably in a web agency with expert knowledge of communication, planning, and data analysis

Required Skills, Knowledge and Abilities:

- Computer skills – Microsoft Office (Excel, Word, and PowerPoint)

Human Resources & Operations Team

Dept./Office	Administration
Team	Human Resources & Operations Team
Position	Team Member
Reports to	Human Resources & Operations Team Leader

Position Summary

SUNY Korea is seeking a talented new team member to join Human Resources & Operations Team, Administration. In this position, an employee performs a wide variety of duties related to recruitment/hiring process, personnel committee, and other general-affairs tasks that are assigned.

Responsibilities

▪ Human Resources

1. Tasks related to hiring new staff members (preparing job posting, interviews, etc.)
2. Issuing certificates for staff members
3. Updating and keeping records of annual leaves, managing leave of absence/return to work process
4. Tasks related to Personnel Committee (employment status conversion, disciplinary)
5. Supporting Labor-Management Council related tasks

▪ General Affairs (Operations)

1. Managing interior and exterior signs of the University
2. Providing support for tasks related to building access and security
3. Providing support for facility maintenance/repair/renovation
4. Providing support for tasks related to improving the University environment
5. Providing support for arranging offices and accommodation
6. Providing support for managing facility reservation

Qualifications

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

Required Skills, Knowledge and Abilities:

- Strong ethics and reliability
- Proficient in MS Office Suite

Preferences

- Candidate with related degree/major preferred