

Job Description

Job Title	Intern
Reports to	Research Support Team Leader
Dept./ Team	Research & Business Development / Research Support Team

Drafted as of: Oct. 26, 2022

Summary – Research Support Team

SUNY Korea is seeking a talented new intern to join **Research Support Team**, Research and Business Development Foundation. In this position, an employee performs a wide variety of duties related to administrative support, research project support, and other research support tasks that are assigned:

Work Performed

- Administrative support
(Enactment of Policies and Regulations, Guidance on the research management system)
- Manage overhead expenses and income
- Create and review expense reports of research funds
- Research project support (RCMS, EZbaro)
- Other research support tasks

Qualifications

- Fluency in English and Korean writing and communication skills

Personal Attributes

Research Support Team is looking for a team member who possesses the following attributes:

- Strong and reliable work ethic
- Excellent analytical skills
- Proficient in MS Office

Preferences

- Candidate with related work experience preferred