

University Staff (General Position)

Position Summary

SUNY Korea is seeking a talented new team member to join SUNY Korea. The University Staff will be responsible for supporting the day-to-day operations of the university. The placement for this position will be determined based on the person's skills, experience, and the needs of the company.

Responsibilities

- Provide general administrative support such as answering phones, scheduling appointments, and managing records
- Provide support to faculty and students as needed
- Assist with other duties as needed

Qualifications

- Bachelor's degree
- Fluent Communication and Documentation skills in English and Korean
- Understanding of Diversity, Equity, and Inclusion
- Solid organizational skills, including attention to detail
- Ability to multi-task in a fast-paced environment

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

* Departments

Department	Team
Office of the President	
Academic Affairs	SBU (Stony Brook) Academic Team
	FIT (Fashion Institute of Technology) Academic Team
Student Affairs	Student Services Team
	Career Development Team
	Counseling Center
Admissions	Admissions Team
Strategic Planning & Relations	External Relations Team
Administration	Human Resources & Operations Team
	Finance Team
	IT Service Team