

## **Job Description**

|                     |                                                   |
|---------------------|---------------------------------------------------|
| <b>Job Title</b>    | Assistant to the President for Strategic Planning |
| <b>Reports to</b>   | Executive Assistant to the President              |
| <b>Dept./Office</b> | Office of the President                           |

Drafted as of: July 18, 2022

### **Summary – The Office of the President**

**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.

### **Work Performed**

- Provide strategic planning and appropriate consultations across all functions of the University and produce various data-driven reports for internal and external use
- Support various internal and external committees and meetings, including but not limited to the board of managers' meetings and the university council meetings
- Support policy management that governs operations and functions of the University
- Support the planning and assessment of business plans
- Clerical work of the office
- Other duties assigned as part of new strategic initiatives

### **Qualifications**

- Minimum Qualifications
  - Bachelor's degree
  - Competitive skills in Microsoft Office and Hancom Office
  - Competent command of handling numeric data set
  - Fluency in English and Korean languages

### **Personal Attributes**

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

- Problem-solving and analytical skills that enable production of convincing 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