

# Admissions Team

<b>Department</b>	Admissions
<b>Team</b>	Admissions
<b>Position</b>	Team Member
<b>Reports to</b>	Admissions Team Leader

## Position Summary

This position holder has responsibility for broad areas of undergraduate and graduate admissions of SUNY Korea, focusing on admission processing and system management. He/she will be responsible for the application management system, or 'Slate' (<https://technolutions.com/>, <https://slate.org/>), used for processing admission data.

He/she will look after the coordination with relevant staff at SUNY Korea for data entry, review, and analysis of student/enrollment data. Responsibilities also include collecting all admissions material, verifying student enrollment and official scores of various testing agencies, technical coordination with New York campuses, advertisement and recruitment campaigns, and other duties as assigned.

## Responsibilities

- Manage and develop the application management system of SUNY Korea, graduate application system in particular.
- Review and analyze data entries for student data, check information for accuracy, process information, and generate reports.
- Deal with admission inquiries by providing admission counseling services, guidance, and administrative support to prospective students, parents, or guardians.
- Serve as a resource to students, parents, community, high schools, and other related institution regarding admission to SUNY Korea.
- Interpret admissions policies and procedures; respond to general questions about the campus life and academic programs; makes referrals to other offices as appropriate.
- Other duties related to recruitment events and promotional campaigns may also be assigned as deemed necessary.

**Qualifications**

- Bachelor's degree from an accredited college or University

**Required Skills, Knowledge and Abilities:**

- Proficiency in managing or utilizing the corporate customer relationship (CRM) or application management system
- Modest knowledge about database management, IT systems development, programming
- Effective administrative skills to organize and prioritize own workload to meet deadlines while maintaining a high degree of accuracy
- Ability and readiness to deliver a presentation of the University's values/uniqueness that he/she works for and the highest customer service standards
- Ability to provide an accurate interpretation of rules/regulations/policies in the provision of useful advice/information
- Knowledge of MS Word, Excel, PowerPoint, and other frequently used software in professional settings
- Professional command of English and Korean (written and oral)

**Preferences**

- Knowledge and experience in software engineering, programming languages, information technology, program management, and systems development.
- Experiences in the global higher education, student recruitment, undergraduate/graduate admissions, and relevant computerized systems.

# SBU Academic Team

<b>Dept./Office</b>	Academic Affairs
<b>Team</b>	SBU Academic Team
<b>Position</b>	Team Member / Coordinator for Faculty of Sciences and Humanities and Library Coordinator
<b>Reports to</b>	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 faculty support, faculty hiring, and other academic related tasks that are assigned:

### Responsibilities

- Providing administrative and academic support for the Faculty of Sciences and Humanities (FSH)
- Providing administrative assistance to FSH faculty (SBU, FIT), and the Head of FSH.
- Managing General Education course plans and adjunct faculty hiring for FSH.
- Managing the overall administration and operation of SUNY Korea Library
- Communicating and cooperating with IGC (Campus Main Library) to manage the Library
- Providing administrative support for the SBU 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