

SBU Academic Team

Dept./Office	Academic Affairs
Team	SBU Academic Team
Position	Team Member (Academic Coordinator)
Reports to	Academic Team Leader

Position Summary

SUNY Korea SBU Academic Team is searching for proactive professionals who are passionate about managing student data as they progress through their academic journey, from new student orientation to graduation. In this position, an employee performs a wide variety of duties related to SBU's Academic general operations, academic advising, Registrar, University Scholarship, Military Manpower Administration, and other academic related tasks that are assigned:

Responsibilities

- Providing administrative support for the Department of Applied Mathematics and Statistics
- Providing general academic advising to the SBU students
- Providing administrative assistance to Applied Mathematics and Statistics graduate program
- Managing all tasks related to the SBU Registrar including Student Data management, Enrollment, Academic Calendar Planning, Course Scheduling, Classroom Assignment, Course Evaluation, Military Manpower Administration for Korean students, and Document Issuing for various verifications
- Managing the University Scholarship
- Providing administrative support for the SBU Academic Affairs including Transfer Credit Evaluation, and Placement Exams
- Providing administrative assistance for the Academic Team
- Assisting with other duties as needed

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

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

Preferences

- Candidate with related degree/major preferred
- International experience a plus
- 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,