

SBU Academic Team

Dept./Office	Academic Affairs
Team	SBU Academic Team
Position	Team Member / Department Coordinator (Coordinator for Computer Science Department)
Reports to	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 department operation, faculty support, academic advising, and other academic-related tasks that are assigned:

Responsibilities

- Providing administrative support for the Department of Computer Science (CS)
- Providing academic advising to the CS students
- Providing administrative assistance to the CS Dept. Chair and Faculty
- Operating the CS graduate programs, including admissions
- 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 the 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