

# Research Support Team Member

<b>Dept./Office</b>	Research & Business Development Foundation
<b>Team</b>	Research Support Team
<b>Position</b>	Team Member
<b>Reports to</b>	Associate Executive Director / Executive Director

## Position Summary

SUNY Korea is seeking a talented new team member to join Research Support Team in the Research & Business Development Foundation. In this position, an employee performs a wide variety of duties related to administrative support, research project support, and other research support tasks that are assigned.

## Responsibilities

- **Project Support:** RCMS, EZbaro and other projects
- **Manage overhead expenses and income**
- **Create and review expense reports of research funds**
- **Administrative Support:** Register projects and researchers on the system, payment report and etc.

## Requirements

### Must

- Bachelor's degree
- Strong ethics and reliability
- Proficient in MS Office

### Preferences

- Fluent communication and documentation skills in English and Korean
- Relevant work experience and/or educational background is preferred