

Student Services Team

Dept./Office	Student Affairs
Team	Student Services Team
Position	Team Member
Reports to	Student Services Team Leader

Position Summary

SUNY Korea is seeking a talented new team member to join Student Services Team, Student Affairs. In this position, an employee performs a wide variety of duties related to Residence Hall Director, visa process, student events, and other Student Affairs tasks that are assigned:

Responsibilities

- Trains, supervises, and evaluates undergraduate Resident Advisors
- Plans and implements activities that serve residents
- Updates and keeps records of international student visa status on the online system
- Advises international students with immigration petitions and applications to include processing for new student visas, work permits, and change of status
- Assists international students with processing applications for work permits, extensions of stay, and other immigration related matters
- Coordinates and provides programs designed for international students

Qualifications

- Bachelor's degree
- Minimum of 1 year of work experience
- Fluency in English and Korean writing and communication skills

Required Skills, Knowledge and Abilities:

- Strong ethics and reliability
- Excellent analytical skills
- Proficient in MS Office

Preferences

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