

Research Support Team

Dept./Office	-
Team	Research Support Team
Position	Intern
Reports to	Research Support Team Leader

Position Summary

SUNY Korea is seeking a talented new intern to join Research Support Team. 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

- Administrative support
(Enactment of Policies and Regulations, Guidance on the research management system)
- Manage overhead expenses and income
- Create and review expense reports of research funds
- Research project support (RCMS, EZbaro)
- Other research support tasks

Qualifications

- Bachelor's degree
- 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 work experience preferred

External Relations Team

Dept./Office	Strategic Planning & Relations
Team	External Relations Team
Position	Intern
Reports to	Dean of Strategic Planning & Relations

Position Summary

The website project manager works to perform the website renewal project including the main website and the seven department homepages. He or she executes follow-up management after the project and maintains a stable website. He or she may provide effective online marketing strategies for the recruitment of Admissions and Public Relations.

Responsibilities

- Conduct overall website renewal project planning, operation and management
- Handle website maintenance and content management after the renewal project
- Carry out website planning and daily update (campus news, information etc.) as well as maintaining the linkage of social media and newsletter
- Analyse website data and cooperate marketing strategies for admissions recruitment

Qualifications

- Bachelor's degree
- Fluency in English and Korean writing and communication skills

Required Skills, Knowledge and Abilities

- Experienced in a related field, preferably in a web agency with expert knowledge of communication, planning, and data analysis
- Excellent strategic planning skills for website to achieve SUNY Korea's objectives and goals
- Ability to create an efficient outcome of website development and communication with an outsourcing agency
- Experienced in marketing strategic planning and UX/UI design to lead website users

Preferences

- Candidate with related work experience preferred