

# 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 the Student Services Team, Office of Student Affairs. In this position, an employee performs a wide variety of duties related to student organization management, international student services, student events, and other general student services that are assigned:

### Responsibilities

- Provides information, advice, and support to student organizations (Undergraduate Student Council & Student Clubs)
- Efficiently assesses students' needs and makes recommendations and guidelines for ongoing support
- Oversees and supports activities and events related to student organizations
- Updates and keeps records of international student visa status on the online system
- Advises international students with immigration petitions and applications, including the process for new student visas, work permits, change of status, and other immigration-related matters
- Coordinates and provides programs designed for international students

### Qualifications

- Educated to degree level or equivalent
- 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 interpersonal skills and communication skills
- Accuracy, attention to detail, and a methodical approach
- Good working knowledge of Microsoft Office packages

### Preferences

- Relevant experience within the Education sector (related degree/major preferred)
- International experience a plus
- Understanding of American Higher Education