

Career Development Team Member

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

Position Summary

SUNY Korea is seeking a talented new team member to join the Career Development Team. In this position, an employee performs a wide variety of duties related to student employment/success support, career counseling, and other tasks that are required. This is a one-year contract that can be renewed with satisfactory performance. The possibility of converting or extending the contract will be determined based on job performance and competencies.

Responsibilities

- Provide career consulting services to students including English resume and cover letter reviews, interview preparations, and general career counseling
- Plan, organize, and host career development events, such as career fairs, networking events, and industry panels, featuring guest speakers, alumni, and professionals
- Coordinate and support career workshops, including preparing materials, creating promotional posters, sending invitations, and providing logistical support.
- Collaborate with faculty and academic departments to integrate career readiness into the curriculum and academic advising.
- Send out career notification emails regarding internships, jobs and career events
- Provide administrative support to the Career Development team, including organizing meetings, managing calendars, and writing payment reports.

Requirements

Must

- Bachelor's degree or higher in Human Resources, Business, or a closely related field
- Excellent communication skills in English and Korean
- Proficient skills in Microsoft Office (Excel, Word, and PowerPoint)
- Highly detail oriented
- Understanding of Diversity, Equity, and Inclusion
- Valid driver's license

Plus

- Relevant industry experience (Human Resources/Business/Career services, etc.) is preferred
- Career counseling experience (preferably with university students/recent graduates)
- Excellent organizational skills, detail-oriented, and ability to multi-task and manage priorities
- Knowledge of acceptable advising techniques for a diverse student body