



27 Baengnyong-ro 57beon-gil, Jayang-dong, Dong-gu, Daejeon, Korea Selatan

Position: Academic Coordinator (2 Vacancies)

Full Job Description

Job Title

Academic Coordinator (2 position)

Requisition Number

N/A

Department Name

Student Support

Work Location

Bali-Indonesia

Salary Range

IDR 6.000.000,00 – Rp 7.000.000,00 plus 21days paid vacation

Position Time Status

Fulltime. Fixed contract-based position: 1-year contract renewable. If the contract is renewed, it would be 2-years contract every time.

Required Education

University graduated

Required Related Experience

None

Required License/Registration/Certification

IELTS 6.5 or equivalent (For Academic Coordinator 1). KLPT/KLAT LEVEL 4 or equivalent (For Academic Coordinator 2)

Physical Requirements

Sitting at desk for multiple hours

Shift

No

Job Summary

Objective: To provide administrative / student service to Woosong international students

Task

1. Management of students' academic achievement

- A. Weekly management of students' academic progress: Assignment, Lecture, Quiz, Discussion etc. (including non-credit courses and extra-curricular)
- B. Intensive management of students with poor academic achievement through weekly management (continuous contact, counseling, motivation, and solution preparation)

2. Regular student academic and life counseling

- A. One-on-one interview session twice a month (one through online communication channel and one through Zoom meeting)
- B. Setting for 1:1 consultation based on the student's schedule appointment for 1 hours 3 times a week
- C. Collect opinions and report on proposals and complaints from various students, including academic and academic operations

3. Administrative / Student service

- A. Provide students with services related to the education and administrative management of universities.
- B. Collaborate and support closely with the administrative headquarters of Woosong University in Korea.
- C. Proceed with the database of students' questions and answers

Skills / Knowledge / Abilities

Bilingual

1. For Academic Coordinator 1: English and Bahasa Indonesia, Korean will be a plus
2. For Academic Coordinator 2: Korean and Bahasa Indonesia, English will be a plus
3. In addition, the person should be able to travel and come to Woosong for 2~3months for basic training.

Does this position have supervisory responsibilities?

TBD

Preferred Education/Experience

- Student support at higher education/university setting
- Student counselling at an educational institution

Application documents:

Resume, a letter of self-introduction, Official certificate of degree and language proficiency test

Please send your application to: shk135@wsu.ac.kr and please CC the email to woosonguni@gmail.com and sjlee7150@wsu.ac.kr .

Deadline to Apply

January 31, 2024