

Yonsei GSIS Career Development Center Office Assistants Recruitment

1. Position:

Career Development Center (CDC) Office Assistants

-Two positions are open

2. Contract Period:

1 year from Dec 7, 2020

*20 hours per week (office hour is flexible)

3. Scholarship

KRW 6 million / year

4. Job Description

- Screening, filtering and uploading job information on CDC website, social media and bulletin board
- Coordinating events including invitation of guest speakers and panelists
- Maintaining CDC website and social media pages
- Working closely with CDC Senior Advisor
- Preparing bi-annual Internship Presentation
- Attending job fairs and other external events

5. Qualifications

- GSIS students who are currently enrolled
- Fluent in Korean and English
- Skilled at working with computers
- Passionate, hard working and a team player

If you are interested, please send your English Resume to career@yonsei.ac.kr by **November 13 (Friday), 2020**.

Interviewees will be contacted individually.

Yonsei GSIS Career Development Center
Tel. 02-2123-4490

