

[Professor Tomoko Seto](#), a full-time faculty at Underwood International College, is looking a reliable female graduate student to serve as her faculty assistant for Fall 2021.

**Requirements:**

1. Must be enrolled as a graduate student at Yonsei University and must not be on a leave of absence.
2. Native in Korean with proficiency in English and/or Japanese.
3. Have a basic knowledge about Word and Excel.
4. Available to work on/near the Sinchon Campus and Songdo Campus, though rare, when necessary.

**Responsibilities:** Assist with course preparation, research-related documents, translation of Korean materials, online research in archives in Korean, and other clerical work.

**Appointment Period:** August 30, 2021 ~ the last day of Winter 2021

**Payment:** KRW 2,000,000/Fall 2021 + Winter 2021 (NOTE: 50% of will be paid in the middle of the semester and the rest at the end of the semester)

\*Maximum working hours per week must be 14 or less.

**To be considered, please submit the application form to [tseto@yonsei.ac.kr](mailto:tseto@yonsei.ac.kr) by August 13, 2021.**