

Call for Applications - AATK Graduate Student Administrative Assistant Position

We are pleased to announce that AATK is accepting applications for the Graduate Student Administrative Assistant position. Current graduate students enrolled in a U.S. graduate program who can commit to a 2 to 3-year term are encouraged to apply. This is an excellent opportunity to gain insights into the operations of a professional organization like AATK and gain valuable experience collaborating with the officers.

Responsibilities: The Graduate Student Administrative Assistant will be expected to assist AATK officers up to 100 hours per year in multiple roles, including the following:

1. Webmaster
 - Posting announcements on the AATK website
 - Checking and revising web content as requested
 - Editing the layout of newsletters
2. Executive Secretary
 - Assisting with issuing conference attendance certificates
3. Treasurer
 - Creating paper KHS certificates and mailing them to each chapter, along with pins, cords, etc.)
4. Conference Program Chairs
 - Editing and formatting the layout of the conference program
5. Korean Honor Society Committee
 - Helping with issuing KHS certificates

Financial Support:

- \$25 per hour (up to 100 hours per year) + \$1000 stipend
- Support for AATK conference attendance (up to \$500)

Application Material: Interested candidates should submit the following documents:

- Application form
- Curriculum Vitae (CV)

Application Process: To apply for the Graduate Student Administrative Assistant position, please fill out the application form and attach your CV. Send your complete application to (mmkim@wustl.edu and executivesecretary@aatk.org) by **June 1, 2023**.

Interviews for shortlisted candidates will be conducted during the AATK conference in June. If you are unable to attend the conference, a Zoom interview may be arranged.

Please contact Dr. Mijeong Kim (mmkim@wustl.edu) for any questions.

Mijeong Kim
Executive Secretary, AATK