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| **Agency** | **#** | **Job Description** | **Requirements** | **Location** | **Hours** |
| **Daegu Middle/High School** | 4 | **CORE DUTIES:**  - Assist teachers with lessons.  - Helps teachers stay organized and prepare in the classrooms.  - Assist struggling students in the classroom, works with students in small groups.  - Help organize off-base field trips.  - Assist in keeping records and grading.  - Create bulletins boards and slide shows to display student work. | - Good command of the English language  - Organization skills  - Outgoing personality with a strong work ethic  - Enjoys working with students and teachers  - Enjoys working in a culturally diverse environment  - Good communicator | Walker | MON-FRI 8:10am–4:10pm |
| **DES**  **(Daegu Elementary School)** | 4 | **CORE DUTIES:**  - Assist Teachers with lessons.  - Help the teacher stay organized and prepared in the classroom.  - Play with children using educational games to reinforce concepts.  - Help organize off-base field trips. | -Prefer a good command of both the English and Korean languages.  -Should enjoy working with children of all ages.  - Prefer an outgoing personality with a strong work ethic | George | MON-FRI 7:10am-3:10pm |
| **MSCK – Asst. CRS**  **(Assistant Community Relations Specialist)** | 1 | **CORE DUTIES:**  - To assist with the MSC-K Community Relations and Civil Affairs programs.  - Serve as a community relations advisor with responsibility for planning, programming, coordinating and carrying out community relations activities generated by the presence of US forces in Korea. | - Prefer a good command of both the English and Korean languages.  - Computer Skills (Word, Power point, Access, Outlook) | Carroll | MON-FRI 8am-5pm  Weekends: As Needed |
| **MSCK – GNP SPC**  **(Assistant Good Neighbor Program Specialist)** | 1 | **CORE DUTIES:**  - Assist in developing and managing the Good Neighbor policy and program initiatives throughout the Republic of Korea.  - Perform written and oral translation from English into Korean and vice versa during office calls, meetings and program events.  - Serve as an interpreter to assist the Good Neighbor Specialist. | - Prefer a good command of both the English and Korean languages.  - Computer Skills (Word, Power point, Access, Outlook) | Carroll | MON-FRI 8am-5pm |
| **AFN (Armed Forces Network)**  **Broadcast Specialist – Radio - Television** | 1 | **CORE DUTIES:**  - Develop daily radio scripts and radio commercials known as Korea Update.  - Capture imagery of events or stories to be aired on television as Pacific Update or Pacific Spot. | -Preferred Major: Broadcasting/Journalism/Communications  - Prefer a good command of both the English and Korean languages.  - Audio and Video editing. | Walker | MON-FRI 8am-5pm  Weekends: As Needed |
| **IMCOM PAO**  **(Public Affairs Office)** | 2 | **CORE DUTIES:**  - Translate current news articles; learn logistics of journalism and photography.  - Writing, interviewing and editing stories.  - Taking photos, attending different unit events during the duty day as a public affairs representative and as a translator. | - Prefer a good command of both the English and Korean languages. | Henry | MON-FRI 8am-5pm  Weekends: As Needed |
| **IMCOM IMO**  **(Information Management Office)** | 1 | **CORE DUTIES:**  - Assist customers with daily computer issues (in and out processing forms, answer phones, messages, in accordance with Army policy and regulations)  - Submit trouble tickets to the NEC via phone on customer’s behalf.  - Translate Information Technology training materials into Korean.  - Assist in inventory management by processing required forms and performing visual inspections of equipment.  - Day to day supervision and project guidance will be provided by IMO staff. | Preferred Major: Computer Science/Information Technology.  - Prefer a good command of both the English and Korean languages.  - Good computer skills.  - Good customer service skills. | Henry | MON-FRI 8am-5pm |
| **MPD/DPW**  **(Military Personnel Division/Department of Public Works)**  **Master Planning**  **(Division and Real Property Branches) –** | 2 | **CORE DUTIES:**  - Assist customers via phone and walk-ins regarding day-to-day MPD issues. MPD receives many daily walk-ins by Unit KN customers. (Some examples are requests for forms, POC’s, facility data, and issuance of keys for temporary access to bldgs.).  - Assist with file record management and making copies and scans of documents and floorplans.  - Accompany and assist MPD personnel with site visits and inspections of Garrison real property assets.  - Day to day supervision and project guidance will be provided by MPD staff. | - Prefer a good command of both the English and Korean languages.  - Computer Skills (Word, PowerPoint, Access, Outlook).  - Outgoing personality with a strong work ethic  - Prefer interns that are comfortable sometimes working outside the office. | Henry | MON-FRI 8am–5pm  Weekends: As Needed |
| **19th ESC – JAG**  **(Judge Advocate General – Legal Office)** | 1 | **CORE DUTIES:**  - Assist with a variety of legal work involved in providing assistance in the research, collection, and interpretation of both Korean and US laws, administrative decrees, and the US/ROK Status of Forces Agreement.  - Translate between Korean and English during interrogations at Korean National Police offices and Daegu Prosecutors’ Office.  - Translate legal documents from Korean to English. | - Preferred Major: Law or plans to go to Law school /English  - Prefer a good command of both the English and Korean languages  - Computer Skills (Word, PowerPoint, Excel)  - Good Customer service skills | Henry | MON-FRI 8am–5pm |
| **Engineering Assistant (DPW Garrison)** | 1 | **CORE DUTIES:**  - Updating spreadsheets for tracking project status  - Tracking design and construction submittals  - Disseminating submittals to Project Engineers and Construction Representatives  - Occasional trips to construction sites to track progress  - Performs other duties as assigned | - Preferred Major : Engineer/Management/Business | Henry | MON-FRI 8am–5pm |
| **Engineering Assistant (MSCK Brigade)** | 1 | **CORE DUTIES**:  - Updating spreadsheets for tracking project status  - Tracking design and construction submittals  - Disseminating submittals to Project Engineers and Construction Representatives  - Occasional trips to construction sites to track progress  - Performs other duties as assigned. | - Preferred Major : Engineer/Management/Business | Carroll | MON-FRI 8am-5pm |
| **Safety Office**  **(Regulation Safety of Work Environments)** | 1 | **CORE DUTIES:**  - With training, use technical equipment to monitor environmental conditions (Heat/Cold/Air Quality) and send information to community.  - With guidance, research safety requirements, products or trends in Korea and provide a summary with recommendations for implementation within USAG Daegu.  - With guidance, research and write safety announcements on products or hazards to our USAG Daegu population for publication.  - With training from experts, assist in facility and operational safety and occupational health assessments and inspections for a safe and healthy work environment for all.  - Translate English safety materials into Korean language (minimal). | - High level English NOT required.  - Strong Korean language skills required.  - Proficient in basic computer software.  - Prefer persons majoring in police administration, civil engineering/design, safety/occupational health or industrial hygiene or related fields.  - Prefer persons comfortable both inside and outside the office environment.  - Flexible schedule to participate in the safety of community events and celebrations. | Walker | MON-FRI 8am-5pm  Flexible to adjust for a few weekends or evenings as needed but on few occasions to support community safety events with supervision |
| **VISC (Visual Aid)**  **(Graphic Illustrator and Customer Service)** | 1 | **CORE DUTIES:**  - Support Print Graphics Products.  - Assist in Photography Lab.  - Conduct Calendar Scheduling for Customers.  - Create and Edit Posters, Flyers, Training Aids, Signs, and Logos.  - Assist with Audio/Visual Events.  - Assist with Administrative Tasks.  **DAILY RESPONSIBILITES:**  - Assisting in customer service support to greet customers and pull work orders for print projects.  - Create large format graphics products such as posters and visual aids using the Adobe Software.  - Support with video projects and outdoor photo shoots.  - Assist in photography lab in capturing, editing, and archiving military photos.  - Create logo illustrations and vectors.  - Conduct printer equipment use and maintenance.  - Translation assistance and administrative tasks. | **PHYSICAL REQUIREMENTS:**  - Moderate lifting of 14-44 pounds.  - Use of fingers.  - Prolonged standing or walking for 1 hour.  - Hearing (aid may be permitted).  - Exposure to both inside and outside environments.  **TECHNICAL REQUIREMENTS:**  - Adobe Creative Suite Software (Photoshop, Illustrator, and Premier) knowledge preferred.  - Preferred Major: Mass Communications, Graphic Design, Photography, Journalism, or Marketing.  - Microsoft Office (Word, Excel, and PowerPoint) experience.  - Customer service skills and etiquette. | Henry | MON-FRI 8am–5pm |
| **PAIO**  **(Plans, Analysis, Integration, and Operations)** | 1 | **CORE DUTIES:**  - Research/make (a) create customer service excellence examples then present them during ICE trainings.  - Make ICE-Excellence of Customer Service Internal Process map.  - Make new posters to promote the Interactive Customer Evaluations (ICE) feedback system.  - Excel practice and create a master training tracker for the whole Garrison to continuously log all Garrison staffs' required and completed training.  - Develop or design a decision matrix for current or future projects (just-do-it projects) for the garrison.  - Assist LSS project owners to develop LSS project required deliverables such as process map, SIPOC chart, Communication plans and etc.  **DAILY RESPONSIBILITIES:**  - Assist with set up of presentations/classes, to include prepare the briefing materials, sign in sheets, evaluations and additional materials needed for the presentations and classes.  - Answer main phone line and direct calls to PAIO staff.  - Performs a variety of admin tasks, make photo copies, miscellaneous items to organizations. | - Prefer a good command of both the English and Korean languages.  - Computer Skills (Word, PowerPoint, Excel).  - Preferred Major : Management/Business.  **PHYSICAL REQUIREMENTS:**  - Moderate lifting of 14-44 pounds.  - Use of fingers.  - Prolonged standing or walking for 1 hour  - Hearing (aid may be permitted).  - Exposure to both inside and outside environments. | Henry | MON-FRI 8am-5pm |
| **USAG Daegu Intern Coordinator (Project Management and/or Business Management Position)** | 1 | **CORE DUTIES:**  - To assist the USAG Daegu Delegated Authority in the daily communication, coordination, and organizing appointment for all interns.  -Perform a variety of standard clerical and administrative duties relative to the operation of assistant management.  -Make arrangements for and schedules meetings, briefings, luncheons and conferences.  - Provide customer service support in greeting and guiding customers who visit the Education Centers  - Support Education Center marketing campaigns  - Create visual aids/graphic designs for flyers/visual aids  - Attendance of educational fairs/ceremonies  - Posting of schedules.  **DAILY RESPONSIBILITES:**  - Attends office meetings with ESO and/or Education Administrator/Intern Program Delegated Authority.  - Check attendance/reporting absences of all interns and inform the Intern Program Delegated. Authority/Education Administration. Note: Absence must still be granted by Intern Supervisors.  - Attend Quarterly University POC meetings and assist in the set-up of Closing Ceremonies.  - Advertise/visit universities to gather intern application forms for next upcoming session (Fall or Spring).  - Arrange and communicate to applicants the upcoming interview dates/times.  - Act as liaison between intern work centers and Supervisor to understand new position.  - Reports all intern problematic issues to Intern Manager for resolution.  - Complies with all safety and health requirements. | - Prefer a good command of the English Language.  - Creativity in graphic design.  - Must have a high level of organizational skills, time management abilities, and marketing knowledge.  **PHYSICAL REQUIREMENTS:**  - Moderate lifting of 14-44 pounds.  - Use of fingers.  - Prolonged standing or walking for 1 hour.  - Hearing (aid may be permitted).  - Exposure to both inside and outside environments. | Henry | MON-FRI 8am–5pm  (Camp Henry Education Center) |