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| **Agency** | **#** | **Job description** | **Requirements** | **Location** | **Hours** |
| **ACS-EMP**  **(Army Community Service)** | 1 | - To proactively assist and support the Employment Readiness Program Manager (ERMP).  - Assist in maintaining an accurate and updated list of jobs in  the job bank database and on the job bulletin board.  - Assist with budgeting, forecasting, constructing expenditures, completing transactions using required on-line systems. | - Preferred Major: Business Administration   |  | | --- | | - Results orientated , quick analytical  thinker with applicable skill-sets indicated  under the description of duties | | Henry | MON-FRI 8am-5pm  \* The working Hours are subject to change. |
| **ACS-Intern Coordinator**  **(Army Community Service)** | 1 | - Act as liaison between Intern Program Managers and Interns and support the Intern Program Managers with administrative duties.  - Assist in keeping intern records and collecting accurate intern hours, input data into interns file.  - Work with Intern Program Managers with the coordination of the intern monthly meetings. | - Preferred Major: Social Science/ English  - Prefer a good command of both the English and Korean languages.  - Computer skills (Word, PowerPoint, Excel). | Henry | MON-FRI 8am-5pm  \* The working Hours are subject to change. |
| **ACS-I&R**  **(Army Community Service)** | 1 | - To assist the Information & Referral (I&R) Program Manager.  - Greet customers and answer incoming phone calls.  -Handle in and out processing paperwork for Soldiers.  - Conduct Basic Korean Language Class to Community . | - Preferred Major: English/Tourism/International Studies  - Prefer a good command of both the English and Korean languages.  - Customer service oriented.  - Computer skills (Word, PowerPoint, Excel). | Henry | MON-FRI 8am-5pm  Subway tour one  Saturday per month  \* The working Hours are subject to change. |
| **ACS-FAP**  **(Army Community Service)** | 1 | - To provide general clerical support for the Family Advocacy Program (FAP).  - Working with children/ adults.  - Help maintain filing/ inventory system.  - Assist with workshops, trainings and special events. | - Preferred Major: Education/Counseling/Early childhood/Liberal Arts  - Must like children  - Creative thinker, research and information retrieval.  - Computer skills (Word, PowerPoint, Excel). | Henry | MON-FRI 8am-5pm  Weekends: As Needed  \* The working Hours are subject to change. |
| **ACS-FRP**  **(Army Community Service)** | 1 | - To assist the Financial Readiness Program (FRP) Manager and Army Emergency Relief (AER) Officer with daily duties.  - Perform administrative/clerical duties to include typing, copying and filing.  - Prepare and organize learning materials for FRP classes. | - Preferred Major: Economics/English  - Prefer a good command of both the English and Korean languages.  - Computer skills (Word, PowerPoint, Excel, Publisher).  - Customer service abilities. | Henry | MON-FRI 8am-5pm  \* The working Hours are subject to change. |
| **ACS-CC(Carroll)**  **(Army Community Service)** | 2 | - To assist the Camp Carroll ACS staff.  - Assist with Newcomer Orientations and Unit Strategy Service visits.  - Greet customers and answer incoming phone calls  - Handle in and out processing paperwork for Soldiers. | - Preferred Major: Business/Management/Marketing/English/ Social Services  - Prefer a good command of both the English and Korean languages.  - Computer Skills (Word, PowerPoint, Excel). | Carroll | MON-FRI 8am-5pm  \* The working Hours are subject to change. |
| **BOSS** | 1 | - To assist the BOSS (Better Opportunities for Single Soldiers) program and to support other Community Recreation Division (CRD) programs such as Entertainment, Special Events, and Outdoor Recreation.  - Help plan, coordinate, and administer BOSS Programs and Special Events with MWR staff. | - Prefer a good command of both the English and Korean languages, reading, oral and written.  - Customer service abilities  - Computer skills (Word, PowerPoint, Excel). | Walker | MON-FRI 8am-5pm  Weekends: As Needed  \* The working Hours are subject to change. |
| **Chapel** | 1 | - To assist the Chapel personnel.  - Perform a variety of administrative functions essential to the direction and operation of the Chaplain program.  - Assist the Chaplain in the preparation of religious material and supplies. |  | Walker | MON-FRI 8am-5pm  Weekends: As Needed  \* The working Hours are subject to change. |
| **DHR-Admin Services**  **(Director of Human Resources)** | 1 | - To assist the Chief of Admin Services and the Management Analyst.  - Perform a variety of standard clerical and administrative duties relative to the operation of the office.  - Make arrangements for and schedules meetings, briefings, luncheons and conferences. | - Prefer a good command of both the English and Korean languages.  - Computer Skills (Word, PowerPoint, Excel). | Henry | MON-FRI 8am-5pm  \* The working Hours are subject to change. |
| **DHR-ASAP**  **(Director of Human Resources)** | 1 | - Assist in the development of local on-going substance abuse prevention programs involving youth, parents, and other concerned adults from the surrounding civilian communities.  - To assist Soldiers in process and out process the ASAP office. |  | Henry | MON-FRI 8am-5pm  \* The working Hours are subject to change. |
| **DHR-Post Office**  **(Director of Human Resources)** | 1 | - Postal operations, processing mail and delivery to customers.  - Scanning, filling out appropriate documentation, place mail in PSC boxes and issue mail to customers at the pick-up window. | - Requires ability to lift up to 70lbs packages.  - Prefer a good command of both the English and Korean languages. | Walker | MON-FRI 8am-5pm  \* The working Hours are subject to change. |
| **Garrison Interns of Review** |  | - Provide administrative assistance in all aspects of the USAG Daegu Internal Review Office operations. The Internal Review Office is the Garrison  - Commander's internal audit staff responsible for conducting audits and advisory services of Garrison operations.  - Obtain entry-level knowledge of U.S. Army garrison internal audit function. | - Preferred Major: Accounting or English  - Prefer a good command of both the English and Korean languages.  - Computer Skills(Word, PowerPoint, Excel) | Henry | MON-FRI 8am-5pm  \* The working Hours are subject to change. |
| **Housing - FMP Customer Service** | 1 | - To manage the Furnishings Management Branch (FMB) scheduling for government furniture pick-up and delivery and assist the Lead, FMB.  - Schedule an appointment for government furniture pick-up and delivery.  - Assist customer services, ability to talk directly with customers, handle telephone inquiries regarding the furnishings questions. | - Prefer a good command of both the English and Korean languages.  - Computer Skills (Word, PowerPoint, Excel) | Henry | MON-FRI 8am-5pm  \* The working Hours are subject to change. |
| **Housing - Assistant Clerk** | 1 | - Support the Housing Service Office off-post homes inspection and lease contract scheduling and assist the Housing Manager.  - Schedule an appointment for off-post home inspection and lease contract.  - Assist customer services, ability to talk directly with customers, handle telephone inquiries regarding the housing questions. | - Prefer a good command of both the English and Korean languages.  - Computer Skills(Word, PowerPoint, Excel) | Henry | MON-FRI 8am-5pm  \* The working Hours are subject to change. |
| **Housing - Camp Carroll** | 1 | - Support the Housing Service Office off-post homes inspection and lease contract scheduling and assist the Housing Manager.  - Schedule appointments for off-post home inspection and lease contract.  - Assist customer services, ability to talk directly with customers, handle telephone inquiries. | - Prefer a good command of both the English and Korean languages.  - Computer Skills (Word, PowerPoint, Excel) | Carroll | MON-FRI 8am-5pm  \* The working Hours are subject to change. |
| **IMCOM PAO** | 2 | - To assist with the daily support requirements of the Public Affairs Office and Community Information projects, events, and activities.  - Assist with the planning, coordination and execution of the unit public affairs and community information program.  - Carry out written and oral translation from English into Korean and vice versa, as deemed appropriate by the Public Affairs Officer (PAO). | - Prefer a good command of both the English and Korean languages.  - Good Computer Skills | Henry | MON-FRI 8am-5pm  Weekends: As Needed  \* The working Hours are subject to change. |
| **CYSS - SAS** | 1 | - To enhance the overall experience of the children enrolled in the Child Youth and School Services program.  - Assist CYPA with lesson plans and teaching. | - Preferred Major: Education/Family Science  - Communication and Child Care Skills | Walker | MON-FRI 8am-5pm  Weekends: As Needed  \* The working Hours are subject to change. |
| **CYSS - CDC**  **(Child &Youth Program Aide)** | 2 | - To allow the Interns to experience day to day duties and task performed by all levels of staff when operating and or working at an Army Child Development Facility. | - Preferred Major: Education/Art/Business Management  - Computer Skills (Word, PowerPoint, Excel)  - Energetic and friendly personality | Walker | MON-FRI 8am-5pm  Weekends: As Needed  \* The working Hours are subject to change. |
| **CYSS – Youth Center** | 1 | - Support with administrative work.  - Promote MS/T program providing appropriate information to parents & youth.  - Help staff in areas of programming, performing, and marketing. | - Preferred Major: English  - Communication and Interaction skills | Walker | MON-FRI, or TUE-SAT  8am-5pm  Weekends: As Needed  \* The working Hours are subject to change. |
| **Sports** | 1 | - Assistant with the intramural sports programs and facility daily operations.  - Work in the issue room, receive phone calls and direct the calls to the person that the customer wants to talk to.  - Instruct new customers how to register in the RecTrac system. | - Preferred Major: Business Management  - Good communication skills | Walker | MON-FRI 8am-5pm  \* The working Hours are subject to change. |
| **Library** | 2 | - To assist the library with the daily duties and to support other duties as directed by the supervisor.  - Maintain the circulation desk, including checking items in and out, creating library accounts for new Patrons and collecting fees for copy and printing charges. | - Preferred Major: Library information/science  - Computer Skills (Word, PowerPoint, Excel)  - Good customer service skills | Henry/  Walker | WED-MON (closed Tue)  10am-6pm  \* The working Hours are subject to change. |
| **IMO GARRISON** | 1 | - Assist the IMO staff in areas related to IT equipment inventory, documentation, and turn-in of excess equipment IAW policy guidance.   |  | | --- | |  | | -Preferred Major : Logistics/ IT  - Documentation and computer knowledge   |  | | --- | |  | | Henry | MON-FRI 8am-5pm  \* The working Hours are subject to change. |
| **VISC** | 1 | - Intern will be assigned with graphic duties. Will provide concepts for coins, programs, logos and other graphic support.  - To greet and welcome customers to the VISC.  -To assist the customers with appointments. | - Preferred Major: Web Design/ Graphic design/ English  - Good customer service skills  - Good communication skills in English  - Computer Skills ( Adobe Photoshop, Adobe Illustrator) | Henry | MON-FRI 8am-5pm  Weekends: As Needed  \* The working Hours are subject to change. |
| **USO**  **(United Services Organization)** | 1 | - To assist USO staff in coordinating both on-site center functions, as well as off-site program and marketing activities.  - Assist in keeping records and reports for all center activities.  - Work with Programs Coordinator in planning and coordinating monthly programs. | - Preferred Major: Marketing/Communications/ Event Planning  - Computer Skills (Word, PowerPoint, Excel) | Walker | MON-FRI 8am-5pm  Weekends: As Needed  \* The working Hours are subject to change. |
| **MSCK - Asst CRS**  **(Assistant Community Relations Specialist)** | 1 | - 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  \* The working Hours are subject to change. |
| **MSCK – GNP SPC**  **(Assistant Good Neighbor Program Specialist)** | 1 | - 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  Weekends: As Needed  \* The working Hours are subject to change. |
| **MSCK – Supply Shop** | 1 | -Perform standard Army Maintenance System Installation Enhanced(SAMS IE) computer duties.  - Write receiving date on the multi pack and segregate received parts by size and weight.  - Conduct inventory count stocked parts in the storage | - Prefer a good command of both the English and Korean languages – reading , oral and written.  - Computer Skills (Word, Power point, Access, Outlook) | Carroll | MON-FRI 8am-5pm  \* The working Hours are subject to change. |
| **411th- CSB** | 2 | - To assist the 411th Contracting Support Brigade with the daily duties and to support other duties as a Procurement Technician.  - Perform a variety of clerical work involved in the contract administration of procurement activities.  - Check contract documents and attached correspondence submitted by local contractors for completeness of information. | - Prefer a good command of both the English and Korean languages.  - Computer Skills  - Customer service skills | Henry | MON-FRI 8am-5pm  \* The working Hours are subject to change. |
| **DLA – Energy Korea** | 3 | - To assist the Logistics Division and the Management Support Division, Defense Logistics Agency Energy Korea.  - Assist with the managing, organizing, controlling, and authorizing of all bulk aviation fuel, and Post, Camp and Station ground mobility fuel movements.  - Perform duties for the improvement of administrative procedures and policies. | - Preferred Major: Mechanical Engineer  - Computer Skills(Word, PowerPoint, Excel) | Walker | MON-FRI 8am-5pm  \* The working Hours are subject to change. |
| **Corps of Engineering** | 1 | - Perform inspections during the construction of mechanical systems, on multiple projects throughout Area IV.  -Perform product submittal reviews and ensure they are in compliance with the contract drawings and specifications.  - Assist Project Engineers and Quality assurance Reps in the preparation of daily reports and project status reporting in the Resident Management System. | - Preferred Major: Mechanical Engineer  - Good communication skills in English. | Henry | MON-FRI 8am-5pm  \* The working Hours are subject to change. |
| **403rd - Computer** | 1 | - To assist with the 403rd AFSB S6 program, Knowledge Management functions.  - Assist with daily tasks and prioritize and complete work orders, resolving customer questions or problems concerning Information Technology (IT) automation systems, software and/or hardware problems, password violations. | - Preferred Major: Computer Science  - Basic computer skills | Henry | MON-FRI 8am-5pm  \* The working Hours are subject to change. |
| **403rd - Budget Assistant** | 1 | - To assist all budget related functions to Chief, S8 and budget analysts and to perform other duties assigned.  - Assist with daily tasks and process overtime (OT) requested by Logistics Readiness Centers (LRCs), maintain OT tracker and provide OT tracker to the Chief. | - Preferred Major: Business  - Basic Budget Assistant/Accounting skills | Henry | MON-FRI 8am-5pm  \* The working Hours are subject to change. |
| **403rd - Logistics** | 1 | - To assist with the 403rd AFSB S4 internal logistics program and assist BDE Property book Office functions.  - Assist with daily tasks in support of the internal logistics program, supply & services, transportation, contract management, property accountability, and assist with facility management. | - Preferred Major: Business Administration  - Basic computer skills | Henry | MON-FRI 8am-5pm  \* The working Hours are subject to change. |
| **403rd - LRC - Administrative Clerk**  **(Logistics Readiness Center)** | 1 | - To assist all administrative related functions to Director and the Administrative Specialist.  - Select, rearrange, and consolidate data from a number of source documents based on instructions.  - Route, control, and distribute office communication in accordance with established procedures and knowledge of the organization and assigned personnel. | - Preferred Major: Secretarial Studies  - Prefer a good command of both the English and Korean(especially grammar) languages.  - General Clerical and Operations Skills | Henry | MON-FRI 8am-5pm  \* The working Hours are subject to change. |
| **DAS**  **(Daegu Elementary/Middle School)** | 10 | - Assist Teachers with lesson plans  - Help the teacher stay organized and prepared in the classroom.  - Translating documents.  - Play with children using educational games to reinforce concepts. | - Preferred Major: Education/English Literature /English/Psychology/Fine Arts/Sciences/Child Development  - Prefer a good command of both the English and Korean languages.  - Should enjoy working with children of all ages. - Ability to work in a culturally diverse environment. | George | MON-FRI 7:15am-3:00pm  \* The working Hours are subject to change. |
| **DHS**  **(Daegu High School)** | 2 | - Establish a customer service oriented environment.  - Assist students and parents when signing in and out of school.  - Translate documents when needed. | - Prefer a good command of both the English and Korean languages.  - Organization skills  - Multi-tasker | Walker | MON-FRI 7:30am–4:00pm  Weekends: As Needed  \* The working Hours are subject to change. |
| **19th ESC - G3 (Force Management)** | 1 | - Responsible for assisting Chief of Force.  Management with providing force structure analysis and recommendations of 19th ESC senior leaders.  - Coordinate, analyze, and synchronize with Force Integration/ modernization equipment fielding within the 19th Sustainment command. | - Prefer a good command of both the English and Korean languages.  - Computer Skills(Word, PowerPoint, Excel)  - Strong sense of responsibility, desire and dedication.  - Well versed in Korean culture and history.  - Must be able to work extended duty hours and weekends. | Henry | MON-FRI 8am–5pm  Weekends: As Needed  \* The working Hours are subject to change. |
| **19th ESC – G3 (AFDCB\_ Armed Forces Disciplinary Control Board)** | 1 | - Perform translating and interpreting work from English into Korean and vice versa.  - Coordinate and serve as a translator in the staff trips.  -Knowledge, coordination and preparation for short term and long term orders. | - Prefer a good command of both English and Korean language  - Computer Skills(Word, PowerPoint, Excel)  - Strong sense of responsibility, desire and dedication | Henry | MON-FRI 8am–5pm  Weekends: As Needed  \* The working Hours are subject to change. |
| **19th ESC – Engineering Cell** |  | - To perform a variety of duties associated with the Southern Hub Development Master Plan program that manages the development of all US Army installations in Area IV.  - Provide technical advice during design/  programming charettes .  - Work translating documents from English to Korean and facilitate discussions with Korean construction/engineering firms . | - Preferred Major: Civil Engineering | Henry | MON-FRI 8am–5pm  \* The working Hours are subject to change. |
| **19th ESC – G6** | 2 | - To assist the 19th ESC G-6 section with the daily duties and to support duties as Automation Information System Support Assistance.  - Assist with the planning, coordination and execution of all automation information system trouble calls directed by the supervisor.  - Assists IMO to provide maintenance of the computer desktop environment by installing hardware and software solutions, and supporting the IT Helpdesk. | - 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  \* The working Hours are subject to change. |
| **19th ESC – G9** | 4 | - Assume responsibility for the full range of duties and performance on administrative support and clerical functions of the G9 office.  - Assist in implementing assigned Good Neighbor Program (GNP) activities; identify applicability for the office, and informs the supervisor of any issues and/or concerns of duties assigned. | - Prefer a good command of both the English and Korean languages.  - Computer Skills(Word, PowerPoint, Excel) | Henry | MON-FRI 8am–5pm  Weekends: As Needed  \* The working Hours are subject to change. |
| **19th ESC – PAO** | 2 | - 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. |  | Henry | MON-FRI 8am–5pm  Weekends: As Needed  \* The working Hours are subject to change. |
| **19th ESC – Family Life** | 1 | - To assist the 19 ESC Family Life Chaplain personnel with daily duties and to support other operational duties as required.  - Perform a variety of administrative functions essential to the direction and operation of the Chaplain program.  - Serve as translator while working with local nationals. |  | Henry | MON-FRI 8am–5pm  Weekends: As Needed  \* The working Hours are subject to change. |
| **19th ESC – JAG** | 1 | - Assist with a variety of legal work involved in providing of assistance in the research, collection and interpretation of both Korean and US laws, administrative decrees, and the US/ROK Status of Force Agreement.  - Translate between Korean and English during interrogations at Korean National Police offices and Daegu Prosecutors’ Office. | - 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  \* The working Hours are subject to change. |
| **19th ESC - Protocol** | 1 | - Assist the Chief of Protocol in daily duties of the 19th ESC.  - Plans and coordinates distinguished visitor meetings and special events.  - Assists protocol in planning and organizing visits for high-level national, Federal and state leaders, general officers, foreign nationals and distinguished lecturers to ensure such items as transportation and billeting arrangements are made in a timely manner. | - Preferred Major: Business Administration  - Computer Skills(Word, PowerPoint, Excel) | Henry | MON-FRI 8am–5pm  Weekends: As Needed  \* The working Hours are subject to change. |
| **Chinhae** | 1 | - To Provide assistance to the daily activities of the Public Works Department at Chinhae.  - Provide clerical and hands on warehouse operations in supply management.  -Assist in the inspection of buildings for equipments and facility conditions. |  | Chinhae | MON-FRI 8am–5pm  \* The working Hours are subject to change. |
| **AFN-D** | 1 | - Produce TV News Stories/ Spots for AFN Pacific.  - Assist with live radio broadcast.  - Produce Radio News Stories/ Spots for AFN Daegu. | - Preferred Major: Broadcasting/Journalism background  - Prefer a good command of both the English and Korean languages.  - Typing skills | Walker | MON-FRI 8am–5pm  Weekends: As Needed  \* The working Hours are subject to change. |
| **CHPC**  **(Hospital)** | 1 | - To assist the promotion & Referral with Community Health Nurse (Health Promotion Coordinator) the duties.  - Answer incoming phone calls, taking accurate messages for supervisor, or referring to accurate staff personnel. | - Preferred Major: English/Medical/Public Health  - Prefer a good command of both the English and Korean languages.  - Computer Skills(Word, PowerPoint, Excel) | Walker | MON-FRI 8am–5pm  Weekends: As Needed  \* The working Hours are subject to change. |
| **BUSAN - MSCO** | 2 | - Serves as the Intern Administrative Assistant which provides various administrative supports to MSCO Korea, Busan.  - Assisted with the coordination of visits, and preparing documents as part of the Command Group of MSCO Korea, Busan with other Military Commands, and ROK Government agencies. | - Prefer a good command of both the English and Korean languages.  - Computer Skills(Word, PowerPoint, Excel)  - Good Customer service skills | BUSAN | MON-FRI 7:45am-16:45pm  \* The working Hours are subject to change. |
| **BUSAN – ATO** | 1 | - To assist with the Busan Base Cluster Antiterrorism Program and to support other duties as directed by the supervisor.  - Perform written and oral translation from English into Korean and vice versa during office calls, meetings and events.  - Serve as an interpreter and assist the Antiterrorism Specialist to conduct liaison duties with United States and Republic of Korea mutual support agencies to ensure successful integration of work into a comprehensive AT Program. | - Preferred Major: Criminology/Sociology/  Psychology/Business/Economics/English  - Prefer a good command of both the English and Korean languages.  - Computer Skills(Word, PowerPoint, Excel) | BUSAN | MON-FRI 7:45am-16:45pm  \* The working Hours are subject to change. |
| **BUSAN – Busan Storage Center** | 2 | - To serve as the Intern Administrative Assistant which provides various administrative supports to BSC, Busan  - Carry out written and oral translation from English  into Korean and vice versa, as deemed appropriate by the Director BSC | - Prefer a good command of both English  And Korean language  - Computer Skills (Word, Power point, Access, Outlook | BUSAN | MON-FRI 8am–5pm  \* The working Hours are subject to change. |