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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 and quick analytical thinker.  | Henry | MON-FRI 8am-5pm |
| 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 |
| 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.- Facilitate Basic Korean Language Class to Community twice per week. | - 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 |
| ACS-FAP(Army Community Service) | 1 | - To provide general clerical support for the Family Advocacy Program (FAP).- Requires working with children and adults.- Help maintain filing/ inventory system.- Assist with workshops, trainings and special events. | - Preferred Major: Education/Counseling/Early childhood/Liberal Arts- Must like working with children, will participate in weekly playgroups. - Creative thinker, able to research and retrieve information.- Computer skills (Word, PowerPoint, Excel). | Henry | MON-FRI 8am-5pmWeekends: As Needed |
| 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 oriented. | Henry | MON-FRI 8am-5pm |
| ACS-CC(Carroll)(Army Community Service) | 2 | - To assist the Camp Carroll ACS staff with daily duties.- Assist with Newcomer Orientations and Unit Strategy Service visits.- 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 |
| FMWR - CRD | 1 | **- T**o provide support and assistance with Special Events, Entertainment, Arts & Crafts, Outdoor Recreation and BOSS Programs as duties required. | - Prefer a good command of both the English and Korean language, reading, oral and written.- Computer knowledge. Customer service abilities. | Walker | MON-FRI 8am-5pmWeekends: As Needed |
| Chapel | 1 | - To assist the Chapel personnel with daily duties.- 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-5pmWeekends: As Needed |
| 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 |
| 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 |
| DHR-Post Office(Director of Human Resources) | 1 | - Support 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 |
| DPW - BO&I | 1 | - To assist the Business Operations Integration Division as a Work Order Clerk.- Required to receive calls, greet visitors, and conduct preliminary interviews of customer to determine type and nature of calls.- Help receive and record trouble tickets for the Camp Henry Work Order Desk for customers of Area IV. | - Prefer a good command of both the English and Korean languages.- Computer Skills (Word, PowerPoint, Excel).- Customer service oriented. | Henry | MON-FRI 8am-5pm |
| DPW - Design Eng | 1 | - As a Mechanical Engineer shall practice basic mechanical engineering studies in building construction field.- Conduct construction site surveys with senior engineers.- Calculate basic design calculation of plumbing and HVAC capacities. | - Preferred Major: Mechanical Designing | Walker | MON-FRI 8am-5pmWeekends: As Needed |
| DPW - Env-CC | 1 | - To assist the Environmental Engineer/Environmental Protection Specialist to perform a variety of duties associated with environmental management program.- Work translating documents from English to Korean.- Work several Environmental projects developing and updating environmental management plans and other environmental tasks. | - Preferred Major: Environmental Engineer studies- Prefer a good command of both the English and Korean languages.- Computer Skills (Word, PowerPoint, Excel).- Customer service oriented. | Carroll | MON-FRI 8am-5pm |
| DPW - Project Mgt | 1 | - To assist the Project Management Branch, Engineering Division.- Assist verifying all governing criteria, codes, policies, and regulations required to execute facility renovation/construction projects.- Assist maintaining project information. | - Preferred Major: Civil/Architect/Mechanical/Electric Engineering- Prefer a good command of both the English and Korean languages.- Computer Skills  | Henry | MON-FRI 8am-5pm |
| DPW -Engineering Technician Assistant/ Energy Manager Assistant | 1 | - Assist gathering energy/utilities usage and cost data and need to arrange of that data prior to report to other offices.- Serve as assistant of the Energy Manager and/or Engineering Technicians. | - Preferred Major: Engineering/Environmental | Walker | MON-FRI 8am-5pmWeekends: As Needed |
| DPW - Engineer Technician | 1 | - To proactively assist and support the DPW mission under the Operations and Maintenance Division.- Assist in maintaining an accurate filing system; and make input into the inventory tracking system accordingly.- Assist in translating documents from Hangul to English and vice versa. Serve as Interpreter during meetings held with employer representatives and agency officials in the local economy. | - Preferred Major: Civil Engineer- Result-orientated quick analytical thinker  | Walker | MON-FRI 8am-5pm |
| 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 appointments 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 |
| Housing - Assistant Clerk | 1 | - To assist with the Housing Service Office off-post homes inspection and lease contract scheduling and assist the Housing Manager.- 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 |
| Housing - Camp Carroll | 1 | - To manage 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 |
| IMCOM IMO(Garrison IMO) | 1 | - To assist the IMO staff in areas related to IT equipment inventory, documentation, and turn-in of excess equipment IAW policy guidance.-Inventory IT equipment for turn-in-List equipment in a hand receipt-Assess printer usage by using built in tools-Set up of PPT slides for presentation in the HQ Conference Room | - Prefer a good command of both the English and Korean languages.- Good Computer Skills  | Henry | MON-FRI 8am-5pm |
| 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-5pmWeekends: As Needed |
| 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-5pmWeekends: As Needed |
| 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-5pmWeekends: As Needed |
| CYSS – Youth Center | 1 | - 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-SAT8am-5pmWeekends: As Needed |
| 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 |
| Library | 2 | - To assist the library with the daily operational 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 |
| USO(United Services Organization) | 1 | - 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-5pmWeekends: As Needed |
| Safety Office | 1 | - Translate Safety documents from Korean to English and vice-versa.- Administrative duties such as typing, answering calls, making photocopies, etc. | - Preferred Major: English/Engineering- Prefer a good command of both the English and Korean languages. | Henry | MON-FRI 8am-5pm |
| 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-5pmWeekends: As Needed |
| 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-5pmWeekends: As Needed |
| 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 |
| DLA - Energy | 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 |
| 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-4:30pm |
| 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-4:30pm |
| 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-4:30pm |
| 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-4:30pm |
| DAS(Daegu Elementary/Middle School) | 10 | - Assist Teachers with lessons- Help the teacher stay organized and prepared in the classroom.- Translating documents from English to Korean and vice versa.- 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 |
| DHS(Daegu High School) | 2 | - Customer service related duties.- 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–4:00pmWeekends: As Needed |
| 19th ESC - G3 | 1 | - To assist with the daily operations of the AFDCB which incorporate community interaction with local law enforcement, city of Daegu Officials and business owners.- Performs translating and interpreting work from English into Korean and vice versa, in either official or semi-official functions | - 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–5pmWeekends: As Needed |
| 19th ESC – Engineering Cell | 1 | Provide the Engineer Cell with critical Civil Engineering expertise and capabilities while assisting with the development of Real Property Master Planning for Area IV and Project Management for MILCON and ROKFC projects. |  | Henry | MON-FRI 8am–5pm |
| 19th ESC – G9 | 4 | -Administrative support and clerical functions at the G9 office- Assist in implementing assigned Good Neighbor Program (GNP) activities; identifies 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–5pmWeekends: As Needed |
| 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–5pmWeekends: As Needed |
| 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–5pmWeekends: As Needed |
| 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 |
| 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 |
| 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–5pmWeekends: As Needed |
| 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.- Assist preparing for the promotion and classes at school. | - 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–5pmWeekends: As Needed |
| Corps of Engineers | 1 | To develop the intern's technical skills and abilities by performing field construction inspections, as well as designs, and product/equipment data reviews. | - Prefer a good command of both the English language. | Henry | MON-FRI 8am–5pm |
| VISC(Graphic Illustrator and Customer Service) | 2 | - To provide graphic support for Area 4- Assigned with weekly/monthly graphic duties.- Provide concepts for coins, programs, logos, and other graphic support | -Prefer a Good command of the English Language.- Computer Skills(Adobe Photoshop, Adobe Illustrator)- Preferred Major: Web Design or Graphic Design | Henry |  |
| BUSAN - 837th Transportation Battalion | 2 | -Serve as operations assistant to S-3 (CPT) and Operations NCOIC (E-7)-Assist with coordination of vessel operations, prepare briefings, take notes, and make official visits-Translate (when needed) for US personnel in briefings, meetings, or visits-Support in preparation for documents relating to vessel operations -Help coordinate battalion functions with other Military commands and ROK agencies (admin support) | - Prefer a good command of both the English and Korean languages.- Computer Skills(Word, PowerPoint, Excel) | BUSAN | MON-FRI 8am–5pm |
| 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 |
| 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 |