OFFICIAL ANNOUNCEMENT

JEJU English Education Center is Seeking to Appoint Qualified Native English Instructors

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JEJU EEC (English Education Center) is looking for responsible and competent native speakers of English to fill the role of Instructor for the Operation Team of the JEJU EEC in Jeju Island.

**1. Duties**

The JEJU EEC Native English Instructor will be responsible for (among other things)

- Teaching English to non-native English speakers (eg. residents and children)

- Conducting classes for Korean English teachers (e.g. teach language skills and instruction methods)

- Developing and preparing teaching materials for English language education

- Preparing and organizing classes (e.g. interviewing participants etc.)

- Responding to inquires (e-mails, phone calls and in-person visits) (Occasional)

- Editing and creating English documents for various purposes (Occasional)

- Hosting public events such as orientations and meetings (involves substantial public speaking) (Occasional)

- Performing other responsibilities assigned by the JEJU EEC Operation Team

**2. Employment Period**

- October 1, 2015 ~ September 30, 2016

\*Renewable upon mutual written agreement (1 year contract period)

- Working hours: 9 a. m. – 6 p. m. Monday through Friday (with 1 hour of paid lunch break)

- Working hours may be changed depending on the class schedule

- Some overtime and weekend work maybe required

**3. Salary**

- Gross income : 37,927,000KRW (approximately 31,750USD)

- Additional hourly overtime payment

- Housing allowance : 500,000KRW per month

**4. Benefits**

- Entrance Allowance of 1.3 million KRW for applicants coming from abroad only

- Exit Allowance of 1.3 million KRW for applicants that depart Korea upon successful completion of the 12-month term

- Accommodation : National Institute for International Education will provide a monthly housing allowance (a fixed fee of KRW 500,000). Any fees, charges, taxes, and expenses incurred from using an apartment or a house shall be borne by the instructor.

- 50% of National Health Insurance premiums paid by National Institute for International Education

- 50% of National Pension premiums paid by National Institute for International Education

(Americans, Australians and Canadians are eligible for lump-sum pension reimbursements upon completion of employment)

- Tax Exemption: Employees (Canadian, Irish excluded) may be tax-exempt for their first 2 years of employment in Korea (those who have taught or worked for 2 years or more are not eligible. Canadians pay 2 ~ 4% income tax)

- 18 working days of paid vacation per year

**5. Qualifications**

*A qualified applicant must:*

- At least a Master’s degree in English education or a relevant major

- At least two years of full-time teaching experience

- Knowledge of the Korean K-12 English curriculum (preferred)

- K-12 English teaching experience in Korea (preferred)

- Strong oral and written communication skills

- Proficiency in Microsoft Office software(Word, Excel, Powerpoint, etc.) (preferred)

- International (or Korean) driver’s license (preferred)

- The ability of proofreading and editing official documents

- Strong interpersonal skills

- Be earnest, responsible and willing to cooperate and work effectively on a team

- Mentally and physically healthy

- Understanding Korean culture and language in depth

- Citizen of a country where English is the primary language and able to obtain E2/E7 visa

**6. Required Documents**

- Application Form (downloadable from the JEJU EEC website : jejueec.moe.go.kr), which includes Personal Essay, Self Medical Assessment and Consent for Verification)

- Copy of Passport Information page (If applying from within Korea, please include the visa page of the passport as well as a copy of both sides of the Alien Registration Card)

- Proof of teaching experience

- 10 minutes Video clip recorded class/lesson demonstration

- Apostilled Diploma (highest level of education)

- Sealed or Apostilled Transcripts

- Apostilled National level of Criminal Record Check(CRC)

- Sealed two Original Recommendation Letters from two separate professional sources (e.g. a current co-teacher, supervisor, principal, a former professor or employer)

- Official Medical Report (Korea Immigration Service appointed hospital)

\* For details, refer to the “Required Documents” file.

\* If applicable

•Copy of Teacher’s certificate

•Copy of TESOL/TEFL/CELTA certificate

\* Only successful candidates should submit Apostilled Diploma, CRC and Medical Report

**7. Application Submission Details**

- Deadline : September 15(Tuesday), 2015 18:00 Korean Standard Time

- How

- Application Form : E-mail (dsok87@moe.go.kr - title should be ‘Instructor application- applicant’s name’)

- The other documents must be submitted by post

* The post arrived by the deadline will be only considered

- Address : Jeju English Education Center, Globaledu Ro 304 beon gil 35, Daejeong Eup, Seogwipo City, Jeju Self-Governing Province, Republic of Korea (63644)

**8. Application Result**

- Selected applicants will be notified individually for interview

**9. Interview**

- Date : September 23 (Wednsday), 2015

* Time : 15:00
* Site : National Institute for International Education
* Address : 81, Ihwajang-gil, Jongno-gu, Seoul

- In person interview only

- Demo teaching will be required and the topic will be given at the site of the interview

**10. Final Results**

- Date : September 25 (Friday), 2015

* Time : 16:00

- Only successful candidates will be notified

**11. Others**

- Submitted documents will not be returned

- Hiring schedule can be changed

- Contact (email : dsok87@moe.go.kr)

* Applicants can only inquire via email