

## **OFFICIAL ANNOUNCEMENT**

### **EEC (English Education Center in Jeju) is seeking Qualified Native English Instructors**

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The English Education Center (EEC) in the National Institute for International Education (NIIED) is an organization under the South Korean Ministry of Education. EEC is seeking responsible native English speakers to fill the role of Instructor for the English Education Center (EEC) on Jeju Island in Korea.

#### **1. Position**

- 2 Native English Instructors

#### **2. Duties**

The EEC Native English Instructor Responsibilities include the following:

- Teaching EFL classes
- Conducting English language skill and teaching method classes for Korean Public School teachers
- Teaching online classes and creating video EFL lessons
- Responding to educational inquiries during office hours, including but not limited to e-mails and phone calls
- Assisting in organization and hosting of public events on behalf of the EEC (Hosting duties will include public speaking)
- Performing other responsibilities in coordination with the EEC Education team

#### **3. Employment Period**

- Total 2 native English Instructors
  - 1 person: 1 year contract starting from September 1
  - 1 person: 1 year and 1 month (total 13 months) contract starting from Aug. 1
- Duration
  - 1 person: From the date of the contract signing (tentative September 1, 2021) to August 31, 2022 (12 months)
  - 1 person: From the date of the contract signing (tentative August 1, 2021) to August 31, 2022 (13 months)
- Hours: 9 a.m. – 6 p.m., Monday to Friday (with a one-hour lunch break - Working hours are subject to change depending on classes or event schedules.)

#### 4. Salary

- Monthly salary 3,000,000 KRW (Gross salary per year of 36,000,000 KRW)
- Additional overtime payment
- Housing allowance per month of 500,000 KRW

#### 5. Benefits

- International moving allowance of 1,300,000 KRW for support for settlement in Korea
- Domestic moving allowance of 300,000 KRW
- Exit allowance of 1,300,000 KRW paid to all employees after successful completion of a contract
- Support 50% of the National Health Insurance and National Pension
- 15 days of paid vacation
- 6 days of paid sick leave
- ※ The benefit package listed above is subject to change according to internal policy.

#### 6. Qualifications:

	Qualifications	Note
Minimum Requirements	<ul style="list-style-type: none"><li>■ Citizen of a country where English is the primary language spoken and able to obtain an E2 visa in Korea (F visa acceptable)</li><li>■ A master's degree in English education or relevant education major</li><li>■ A bachelor's degree in English education or relevant education major and two years of teaching experience or</li><li>■ A bachelor's degree and four years of teaching experience</li></ul>	
Preferred Requirements	<ul style="list-style-type: none"><li>■ Teaching certificates from an accredited institution</li><li>■ Experience with and teaching in elementary, middle or high schools</li><li>■ Proficiency with Microsoft Office Word, Excel, Powerpoint, etc.</li><li>■ Understanding of Korean culture and language</li></ul>	Optional

A qualified applicant must:

- Have strong organizational skills and be able to simultaneously manage numerous tasks for diverse projects on an on-going basis
- Be familiar with Microsoft Office programs such as Word, Excel, PowerPoint
- Be able to proofread and edit official documents
- Have a strong sense of professionalism
- Be efficient with performing various administrative tasks with a varying pace of work

- Be earnest, responsible and willing to cooperate with a diverse staff
- Have strong interpersonal skills

### 7. Required Documents for the First Stage

	Required Documents for the First Stage	Note
Mandatory	<ul style="list-style-type: none"> <li>■ 1 Completed Application Form including Personal Essays and Consent on the Collection and Use of Personal Information Form downloaded from the attached file (Electronic PDF)</li> <li>■ 1 Recommendation Letter from a former place of employment (Electronic PDF)</li> <li>■ 1 Copy of apostilled diploma for highest level of education earned (Electronic PDF)</li> </ul>	Must be submitted by e-mail
Miscellaneous	<ul style="list-style-type: none"> <li>■ Certificate of work experience as a public school teacher (Electronic PDF)</li> <li>■ 1 Copy of Teaching license/certificate, copy of TESOL/TEFL/Celta certificate, TOPIK certificate (Electronic PDF)</li> </ul>	Optional by e-mail

### 8. Successful Candidate Submission Requirements

	Required Documents for Successful Candidate
Mandatory	<ul style="list-style-type: none"> <li>■ 1 Original Official Medical Report for E2 teachers (Korean Immigration Service appointed hospital)</li> <li>■ 1 Criminal (investigation) Record <ul style="list-style-type: none"> <li>- In Korea hire, EEC will request a Korean Criminal Record.</li> <li>- Overseas hire, candidates submit Criminal Record Check from their home country.</li> </ul> </li> <li>■ 1 Copy of passport</li> <li>■ 1 Copy of Alien Registration Card (ARC) (if you are in Korea)</li> </ul>

### 9. Application Submission

- Deadline: **Wednesday, June 30<sup>th</sup> 2021, at 24:00 Korean Standard Time**
- E-mail: [jina5709@korea.kr](mailto:jina5709@korea.kr) with the Subject line "Instructor Application-Applclicant Name"

## **10. Application Result**

- Selected applicants will be notified individually by e-mail on July 7<sup>th</sup> after 16:00 and an interview will be scheduled.

## **11. Interview Schedule**

- Only those who pass the initial application phase will be offered interviews.
- Monday, July 13<sup>th</sup>, 2021 beginning at 10:00 Korean Standard Time
  - ※ Interview times will be announced individually.
- Online interview through Zoom
- A teaching demonstration recording for 5 to 10 minutes will be required. It should be sent by e-mail.
- The interview questions will not be provided in advance.

## **12. Final Result**

- Only successful candidates will be contacted on Friday, July 16<sup>th</sup>, 2021 after 16:00 via e-mail.

## **13. Other**

- Submitted documents will not be returned.
- The schedule above is subject to change.
- General inquiries should be made to [jina5709@korea.kr](mailto:jina5709@korea.kr). 064-793-5104
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