

OFFICIAL ANNOUNCEMENT

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

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 a responsible native English speaker 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 for students and adults
- Conducting English language classes and teaching methods for Korean Public School teachers
- Teaching online classes and creating video EFL lessons
- Conducting outdoor UNESCO site programs in English
- 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
- Responding to educational inquiries during office hours, including but not limited to e-mails and phone calls

3. Employment Period

- Total 2 native English Instructors: 1 year (total 12 months) contract starting from March. 1
- Duration: From the date of the contract signing (tentative March 1, 2022) to February 28, 2023 (12 months)
- Hours: 9 a.m. – 6 p.m., Monday to Friday (with a one-hour lunch break - Working hours/days are subject to change depending on classes or event schedules with compensation.)

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 to support 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
 - Contract renewal bonus of 700,000 KRW
- ※ 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">■ Citizen of a country where English is the primary language spoken and able to obtain an E-2 visa in Korea (F-4 and F-6 visas acceptable)■ Applicants must be eligible for <u>one</u> of following:<ul style="list-style-type: none">- Two years teaching experience with a bachelor's degree in English education or a relevant education major- Four years of teaching experience with a bachelor's degree of any major- One year experience with a master's degree in English education or relevant education major	
Preferred Requirements	<ul style="list-style-type: none">■ Teaching certificates such as TEFL, TESOL, CELTA, etc., from an accredited institution■ Experience with and teaching in elementary, middle or high schools■ Proficiency with Microsoft Office and/or Google Workspace■ Understanding of Korean culture and language■ Proficiency for online teaching platforms such as Zoom	Optional

A qualified applicant should:

- Have strong organizational skills and be able to simultaneously manage numerous tasks for diverse projects on an on-going basis
- Have strong proofreading and editing skills
- Maintain a strong sense of professionalism
- 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"> ■ 1 Completed Application Form including: <ul style="list-style-type: none"> •Personal Essays •Consent on the Collection and Use of Personal Information Form downloaded from the attached file (Electronic PDF) ■ 2 Recommendation Letters from former places of employment (Electronic PDF) ■ 1 Copy of apostilled diploma for highest level of education earned (Electronic PDF) 	Must be submitted by e-mail
Miscellaneous	<ul style="list-style-type: none"> ■ Certificate of work experience as a public school teacher (재직증명서) (Electronic PDF) ■ Copy of Teaching license/certificate ■ Copy of TESOL/TEFL/CELTA certificate ■ Copy of TOPIK certificate (Electronic PDF) 	Optional by e-mail

8. Successful Candidate Submission Requirements

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

9. Application Submission

- Deadline: **Thursday, February 3rd 2022, at 24:00 Korean Standard Time**
- E-mail: eecjeju@korea.kr with the Subject line “Instructor Application-Applicant Name”

10. Application Result

- Selected applicants will be notified individually by e-mail on February 4th after 17:00 and an interview will be scheduled.

11. Interview Schedule (2nd Stage)

- Only those who pass the initial application phase will be offered interviews.
- Thursday, February 10th, 2022 beginning at 14:00 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, February 11th, 2022 via e-mail.

13. Other

- Minor adjustments to start date are possible depending on circumstance.
- Submitted documents will not be returned.
- The schedule above is subject to change.
- General inquiries should be made to eecjeju@korea.kr. 064-793-5104
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- English Education Center Homepage: jejueec.moe.go.kr