

2025 Winter English Camp Teacher Wanted

1. Location: Soongsil University, Seoul

2. Position Available: Around 48

3. Basic Qualification

a. **Must hold a valid passport from one of the following native English-speaking countries;**
USA, Canada, UK, Ireland, Australia, New Zealand and South Africa

b. Most currently hold one of the following valid visas in Korea (F2, F4, F5, F6, E1, E2, C4)
*** Please indicate your visa type on your application.**

※ Applicants arriving from abroad within 1 week prior to the camp's start date are not eligible to apply.

c. Must hold at least a Bachelor's Degree from an accredited four-year university located in one of the 7 native English-speaking countries listed above.

4. Required Qualification [*** Qualification Levels and Pay Scale**]

※ Applicants must meet at least one of the qualification conditions listed below to be eligible for either Level A+ or Level A.

Level	Qualifications
A+	<ul style="list-style-type: none"> <input type="checkbox"/> Returning instructor from a previous Soongsil University English camp who has been re-invited to the 2025 Winter English camp. <input type="checkbox"/> Current teacher at an elementary, middle and high school or university professor(* either domestic or international). <input type="checkbox"/> More than 2 years of verified English teaching experiences at a recognized educational institution and has at least one of the following qualifications. <ul style="list-style-type: none"> - Bachelor's or a higher degree from and accredited four-year university with majors related to English such as Education, TESOL, Second Language Studies etc. - Valid Elementary, Middle, or Secondary School Teacher's License/Certificate. - Hold an English education certificate such as TESOL/TEFL/CELTA (min. of 100hrs of education).
A	<ul style="list-style-type: none"> <input type="checkbox"/> Bachelor's or a higher degree from and accredited four-year university with majors related to English such as Education, TESOL, Second Language Studies etc. <input type="checkbox"/> Valid Elementary, Middle, or Secondary School Teacher's License/Certificate <input type="checkbox"/> Hold an English education certificate such as TESOL/TEFL/CELTA (min. of 100hrs of education). <input type="checkbox"/> Less than 2 years of verified English teaching experience at a recognized educational institution.

5. Working Conditions

□ Schedule

- Training Session: 3 days [December 22nd(Mon.) ~ December 24th(Wed.), 2025] * **Mandatory**
※ **Training session schedule is subject to change.**
- Program: 18 days (January 6th ~ January 29th, 2026)
※ **Due to the Soongsil university entrance examination schedule, there will be no class on January 13th(Tue.) and January 23rd(Fri.). HOWEVER, due to the camp schedule, normal classes will be held on January 10th(Sat.) and January 17th(Sat.).**

□ **Working Hours:** 8:50 am - 5:20 pm (Mon. - Fri.)

□ **Total Amount Received:** differs depending on the Pay Level by Qualification Conditions.

- **A+ Level:** Around KRW 4,200,000 (₩ 4,200,000)
- **A Level:** Around KRW 3,900,000 (₩ 3,900,000)

※ The Total Amount Received includes ‘the Evaluation Allowance’ and ‘the Participation Allowance for one level test’.

※※ Since the participation allowance for one level test is already included in the total amount received, participating in one of the level tests is mandatory. (*After reviewing the level test schedule below, you can select the date you want to take part.)

□ Responsibility

- Conduct classes (*Academic + Activity)
 - Make Lesson Plan and Syllabus
 - Make Achievement Test Sheet (+ Corrections)
 - Write Evaluation Reports (+ Corrections)
 - Correct student’s diary/journal(grammar, spelling errors etc.) and write comments
- ※ Throughout the training session and the camp, comprehensive instructions and materials will be provided.

■ Level Test Schedule ■

□ Option I

- Date: November 16th (Sun.)
- Time: 09:30 am – 5:00pm
- Pay: KRW 150,000 (₩ 150,000)

□ Option II

- Date: November 22nd (Sat.)
- Time: 09:30 am – 5:00 pm

- Pay: KRW 150,000 (₩ 150,000)

□ **Option III**

- Date: November 23rd (Sun.)
- Time: 09:30am – 5:00 pm
- Pay: KRW 150,000 (₩ 150,000)

- * The schedule is subject to change.
- * You may participate in multiple level tests.

6. Participants

- Elementary Students
- Class size: Around 15 students per class

7. Required documents

- Resume (*** must include a recent head shot**)
*** MUST include Nationality, Visa Type, Contact Information, Education / Employment History.**

- Cover letter

[* Only for selected applicants]

- Scanned copy of Alien Registration Card (both front & back side)
- Scanned copy of Certificate of last degree
- Proof of qualification (e.g., official certificate of employment verifying teaching experience).**

※ **Example:** English teaching experiences more than 2 years in an educational institutions
 → Certificate of Working Experience

*** If you have worked at multiple institutions, submit a separate certificate for each.**

- Copy of bank book

- Following Consents could be requested

※ For, teachers residing abroad, will need to submit ‘Criminal Background Check’, upon request.

- Consent to Criminal Background Check (* 범죄경력 조회 동의서)
- Consent to Sexual Criminal Record Check (* 성범죄 경력 조회 동의서)
- Consent to Child Abuse Criminal Record Check (* 아동학대 범죄 경력 조회 동의서)

- Reference Check Requirement

* As part of our hiring process, we request 1 ~ 2 professional references from your current or most recent position. Please provide references who held managerial or supervisory role, rather than colleagues or peers.

** For each reference, kindly provide: ① Name, ② Position/Title, ③ Company/School, and ④ Contact Information(email and phone number). Once submitted, we might contact your references to check if needed.

8. The process

a. Submit required documents via email only.

- **Submit your documents to the human resource manager at ssucamphr@soongsil.ac.kr**
- Please indicate which level test date(s) you are available for.

b. Selected applicants will be contacted for an interview and teaching demonstration via Zoom.

9. Application Deadline: until the positions are filled.

10. If you have any questions, please contact us via e-mail at ssucamphr@soongsil.ac.kr or call us at 02-829-8387 (Ellie).

- * Only shortlisted applicants will be contacted for interviews and submitted documents will not be returned.
- * The Camp reserves the right not to hire any applicants if no suitable candidates are found.
- * Any false information may result in disqualification.

11. Information about C-4 VISA holders

*** For C-4 visa holders who is already residing in Korea ***

- Must check the period of stay mentioned on one's visa and if needed, must go out of Korea to apply for another C-4 and re-enter Korea. In this case, one **need to enter Korea by December 17th(Wed.)**.

*** For C-4 visa holders who is currently residing abroad ***

- Must check with the Korean Consulate in one's home country, on how much time it would take to apply for and receive the C-4 visa.
- Must prepare the required documents for applying for the C-4 visa in time, and also **need to be able to enter Korea by December 17th(Wed.)**.