

Spring 2022 / Myongji University (Seoul Campus)

Assistant Professor (College of General Education, English Conversation Department)

About the University

Myongji University is a private university operated by the Myongji Educational Foundation; a Christian organization dedicated to providing an education based on Christian principles. Currently, we are looking to fill a position(s) in the General Education English Conversation Department at our Seoul campus located near Jeungsan Station (Line 6).

Job Description

All candidates must have experience teaching and developing English curriculum at the university-level. Professors will be responsible for teaching credited courses that fulfill basic core requirements and/or elective English classes. Successful applicants should be team-oriented, professional, creative, but also able to work within a standardized program. All professors are responsible for 16 teaching class hours per week, holding regular office hours, attending university/departmental meetings and events.

Professors may be asked to take on overtime hours in MJU's English Café, and Myongji University also runs limited winter and summer programs that are paid as overtime hours. It is the responsibility of the team as a whole to meet the needs of the university. Whenever possible, these opportunities are filled by those who volunteer to teach; however, if volunteers cannot be found, MJU may designate professors at its own discretion. Professors are paid overtime for hours beyond the contractually specified requirements.

Period of Employment

March 1, 2022 – February 28, 2024

Required Qualifications

- Must be highly proficient in English; able to effectively communicate at the university-level via spoken and written communication; and must qualify for an E-2 visa.
- A Master's degree with preference given to English Education, Linguistics, and English. PHD holders are encouraged to apply.
- Language teaching certifications from accredited institutions that meet international standards are recognized.
- Experience teaching at least 2 years of full-time university credit courses.

Salary and Benefits

- Qualified candidates will be offered a starting salary of 29,500,000 KRW paid over 12 months.
- 1 month's severance bonus at the end of the successful completion of the contract is also offered.
- The school will pay a salary equal to or greater than 29,500,000 KRW for the second 12-month period at their sole discretion.
- Professors contribute to National Health Insurance and the Private Teacher's Pension Plan

Housing

The school offers a housing stipend of 600,000 KRW per month to all English Conversation professors, which is paid in a lump sum together with their monthly salary.

Selection Process

Applications will be accepted until Wednesday, November 10th. Early submission is strongly recommended. Interviews will be held on Friday, November 26th. Only candidates selected for an interview will be contacted by Friday, November 19th.

Phase 1: Submitting Application (Final Deadline Wednesday, November 10th)

Applicants must email all the following documents before MJU will begin processing their application:

- Resume
- Cover letter (including a brief description of teaching philosophy)
- Recent photo
- Copy of Diploma (original diploma must be presented at the interview)
- Copy of Transcript from all universities attended. (If selected, be prepared to have 1 sealed set of all transcripts sent directly to MJU from each institution you attended if you are offered a position. These are needed for processing visa applications.)
- Copy of Passport information page (present original at interview)
- Copy of the front and back of your Alien Registration Card with current visa designation clearly visible (E-1, E-2, F2-1, F-4, etc.)
- Copy of any relevant certificates (present originals at interview)
- Contact information for two references: including telephone and email addresses

Failure to produce originals at the interview will jeopardize the applicants' chances of a job offer being extended.

These documents should be scanned and emailed in JPEG or PDF format to applymju@mju.ac.kr addressed to Dr. Ami Cho.

Email Subject Line

Applicants are requested to include the following information in the subject line of their application email:

Name, highest degree obtained, certificates, years of full-time university teaching experience, current visa situation (E-2, E-1, F6, or "OoC" for Out of Country, etc.)

e.g. (John Smith, MA Linguistics, CELTA, 3 years xp, E-1)

Due to high volumes of applicants, we will focus on full applications rather than requests for more information.

Phase 2: Interviews (Friday, November 26th)

Successful applicants will be granted an interview and asked to demonstrate their teaching with a 10-minute lesson during the interview. Content to be covered in the teaching demonstration will be provided prior to the date of the interview. If permitted, interviews will be held in-person on the Seoul campus.

Phase 3: Selection (Tuesday, November 30th)

Successful interviewee(s) will be contacted by Tuesday, November 30th.

Degree Verification/Criminal Records Check/Health Check

It is the applicants' responsibility to comply with the Korean government's demand for Degree Verification, fingerprint-based Criminal Records Check, and Health Checks. If the applicant has not already undergone this process, it is strongly recommended that applicants obtain the proper documents as soon as possible. Applicants should contact their embassy or consulate for the specific requirements for their country of origin. Failure to comply with these national requirements may jeopardize job offers.