

Non-Tenure Track English Instructor Position at Korea Military Academy (KMA)

Korea Military Academy (KMA) is one of the most prestigious military academies in the world. Our cadets are trained to be leaders of the highest sort, dedicated to their mission of defending Korea. After their graduation, cadets are commissioned as Second Lieutenants of the Republic of Korea Army. Many of our graduates proceed to join the higher ranks of the Armed Forces.

Korea Military Academy provides a well-designed education system and educational environment, befitting its status as an elite military academy. KMA's faculty consists of 150 highly qualified professors including 80 professors who received doctorates from prestigious universities in Korea and abroad. The academy keeps each class with fewer than 20 cadets, runs an academic advisor program requiring each professor to provide advice and guidance to 5 cadets, and supports 1:1 education and in-depth class discussions.

Job Description

KMA is looking for a full-time English instructor. Interested applicants are strongly encouraged to apply. This is a non-tenure track position.

- Main Responsibilities

1. Work 40 hours per week (Monday-Friday, 08:00-17:00, including 6~16 teaching hours per week during the regular semester)
2. Teach undergraduate English elective and major courses and participate in developing instructional programs
3. Translate and/or edit work in English
4. Develop and review teaching plans, create examinations, and prepare for classes such as recording audio-visual aids
5. Teach winter intensive courses as required

Requirements

1. The applicants should be available for pre-semester orientation. The applicants must be able to work starting February 17th, 2025 (the starting date is negotiable but no later than March 4th, 2025).
2. The applicants must have a bachelor's degree from a four-year university (or three-years for universities in the United Kingdom) in an English-speaking country; or a bachelor's degree in the English Language from a country where English is the official second language.
3. The applicants must be currently living in Korea with an acceptable visa (e.g., E-2) at the time of the application.
4. Preference is given to applicants with:
 - Experience in the military or military-related institutions,
 - A certificate in English language teaching such as TESOL, TEFL, or CELTA,
 - A master's degree or higher in a relevant field,
 - More than three years of teaching experience,
 - Experience in teaching English pronunciation,
 - Experience in evaluating English proficiency exams,
 - Records of published articles related to English and/or teaching in academic journals

Benefits

1. Salary: 2,700,000 KRW per month (before tax and fees; KMA shall provide employee with half of the National Pension plan deduction and the medical insurance)

2. Housing: A three-bedroom apartment (79m²) or a studio (40m²), depending on availability, will be provided (deposit and management/utility fees not included)

3. At the expiration of each contract, a severance pay of 2,700,000 KRW will be paid.

4. Sports facilities at KMA are also available for use during designated times.

**You can use all KMA sports facilities during 15:30~17:00 on weekdays (13:00~17:00 on Wednesdays). Our sports facilities include: two gyms, tennis courts, badminton courts, basketball courts, and football fields

5. Paid vacations: 21 days.

How to Apply

To apply, please send a single PDF file after merging the following required documents via kma.english.recruit@gmail.com no later than the due date (Friday, January 3rd, 2025).



Download the “Personal Questionnaire” and “Request for Criminal Record Check (범죄 경력 조회 동의서)” using the provided link or QR code.

Link: ([Download: Personal and Request](#))

1. The following seven documents, merged into one PDF file:

- Resume (or CV),
- Personal Questionnaire (Fill in the form provided)
- A copy of your transcripts from your most recent degree (Scanned copies are also acceptable and the original must be submitted upon signing the contract)
- A copy of your diploma(s) from your most recent degree (Scanned copies are also acceptable and the original with Apostille affixed must be upon signing the contract)
- A copy of other certifications (TESOL, CELTA, teacher-licensure, etc.) (Scanned copies are also acceptable, if available)
- A copy of your passport (Scanned copy of the information pages [Include picture and signature]),
- A copy of your Alien Registration Card (Scanned copy of the front and back)
- A copy of your MOST RECENT FBI criminal background check (This is a requirement set by Ministry of National Defense to work at KMA)

2. The attached form “Request for Criminal Record Check (범죄 경력 조회 동의서),” printed, filled out, and scanned into a separate PDF.

- Your name (in English),
- Your Alien Registration Card number and nationality,
- Your mobile phone number,
- Your signature (hand-written)

3. The “Certificate of Alien Registration (외국인등록 사실증명),” issued from your local community center and scanned into a PDF, or online at:

(https://www.gov.kr/mw/AA020InfoCappView.do?HighCtgCD=A01010&CappBizCD=12700000027&tp_seq=01).

4. Two letters of recommendation directly sent to kma.english.recruit@gmail.com by your recommenders. Each letter should include the contact information of the recommenders (their cell phone or office numbers are required). Subject line for the recommendation letters should be:

RECOMMENDATION: [Applicant’s last name]

5. Please title your email subject line in the following format: [Last name] Phone Number. For example, if you are John Doe, and your phone number is (010) 9876-5432, your e-mail subject line should read: [Doe] (010) 9876-5432.

[Applicant’s last name] 010-1234-5678

**** Any applications that do not follow these instructions or are incomplete will be not considered. ****

** Applicants selected for the interview will be required to submit additional documents for a domestic background check as required by the Ministry of National Defense. **

Timeline (All details and dates are subject to change)

Details	Date	Notes
Application deadline	January 3rd, 2025	
Announcement of candidates selected for interview	January 15th, 2025	
(Online) interview and demo lecture	January 16th ~ January 17th, 2025	Please prepare a 15-minute demo lesson for an intermediate English conversation class. *Materials will be sent for the interviewees.
Result announcement	January 31st, 2025	
Expected start date	February 17th, 2025	

** After candidates who have passed the security clearance are chosen, they must wait for final approval by the Superintendent before signing the contract. **

Please address all correspondence to:

kma.english.recruit@gmail.com

Grace Lee

Korea Military Academy (<https://www.kma.ac.kr:461/>)

December 18th, 2024

