

Non-tenure Track Instructor Positions for 2010 Spring Semester

Hongik University invites applications for non-tenure track full-time instructor positions to teach English, Japanese, or Chinese beginning March 1, 2010.

1. Department: Liberal arts at Seoul or Jochiwon campus

2. Position: Non-tenure track full-time instructor

3. Specialty Area
 - A. English
 - B. Japanese
 - C. Chinese

4. Job Type: A two-year contract with a possible extension according to evaluation

5. Qualifications
 - A. Applicants must be foreigners who are native speakers of English, Japanese, or Chinese and were educated in the countries of their language at least during high school and college.
 - B. Applicants must have a master's or higher degree from an accredited four-year university (English, Japanese, Chinese, linguistics, or education major preferred) at the time of application.

6. Responsibilities
 - A. Teaching English, Japanese, or Chinese
 - B. Developing innovative instructional methods
 - C. Teaching at the Hongik ELI (English Language Institute) Camp at Jochiwon campus during vacations, if requested (for English teachers only)

7. Working Conditions
 - A. Minimum of 12 credit hours per week during semesters
 - B. Fully paid vacations
 - C. Subsidized medical insurance
 - D. Subsidized teachers pension

- E. Shared office equipped with basic communication facilities
- F. Salary depends on the applicant's degree and career, starting from 3.2 million Won per month for Seoul campus positions and from 3.6 million Won for Jochiwon campus positions.
- G. Instructors are required to appear on campus for classes and office hours at least 4 working days a week.
- H. For Seoul campus positions, on-campus faculty residence can be provided, if available, at the monthly rent of 0.4 million Won.

8. Application

A. Online Application

Please visit us online at www.hongik.ac.kr/english_neo to apply for the positions. Please click on "Online Application for Instructor Positions" on the website to start to fill in. The application website will be open only for two weeks between 9:00AM, **October 19**, and 5:00PM, **November 2**, 2009.

B. Submission of Documents

After the completion of online application, applicants should submit the following documents by postal mail or in person no later than **November 2**, 2009:

- 1) A hard copy of the completed application
- 2) A letter of interest
- 3) Resume
- 4) A statement of teaching philosophy
- 5) Two letters of reference
- 6) A copy of diploma(s) for each degree earned
- 7) A copy of official transcript(s) for each degree earned
- 8) A copy of certificate of employment for the applicant's current job as stated in the resume (if available)
- 9) A copy of the first two pages of the applicant's current passport
- 10) A copy of both front and back sides of Alien Registration Card (if available)

Please note that no scanned copy of the documents sent by emails will be accepted and submitted documents will not be returned.

C. Addressee

The documents should be addressed to:

Ms. Na Yeon Lee
Office of Academic Affairs
5th floor of Munheon-Gwan
Hongik University
72-1 Sangsu-dong, Mapo-gu
Seoul 121-791, Korea

Tel: (02) 320-1033~5

Fax: (02) 320-1036

Email: nylee@hongik.ac.kr

9. Interview Process

- A. **At the 3rd week of November**, applicants should **check their status on the application website**, where successful candidates can see the time and venue of interview.
- B. Successful candidates will be interviewed at Seoul campus **at the 4th week of November**. Please note that **we do not have a phone or video interview**.

10. Visa-Related Requirements (only for successful candidates' E2 visas)

A. Original Diploma & Sealed and Signed Transcripts

The Immigration Law requires applicants for E2 visas to submit an original diploma and sealed and signed transcripts for each degree earned. Please have them ready by the end of November.

B. Apostilled Criminal Record Check

- (1) The Immigration Law requires applicants for E2 visas to submit an apostilled Criminal Record Check (or notarized by a Korean Consulate, depending on the applicant's nationality) to the Immigration Office. The applicants who have never submitted one to the Immigration Office, are strongly recommended to submit one to the Immigration Office at his or her earliest convenience. The applicants who have already submitted it to the Immigration Office and now have a proper E2 visa, do not have to submit one again. The applicants who currently have a tourist visa, should submit an apostilled Criminal Record Check to the Immigration Office to apply for an E2 visa, even though they have submitted one to the Immigration Office before.
- (2) A Criminal Record Check must be properly issued by the applicant's federal or state government and apostilled. Please consult with the embassy of the applicant's country to Korea about how to obtain an apostilled Criminal Record Check.
- (3) Canadian or Chinese citizens must have their Criminal Record Check notarized, not apostilled, by either a Korean Consulate in their country or the embassy of their country to Korea in Seoul, because Canada and China have not joined the Apostille (1961 Hague Convention Abolishing the Requirement of Legalization for Foreign Public Documents).
- (4) Applicants must submit an apostilled (or notarized) Criminal Record Check issued within six months of the date of submission to the Immigration Office.

It is imperative that successful candidates should have the above documents ready by the end of November so that the visa application can be made in time and they can have an E2 visa by the date of March 1, 2010. Particularly, successful candidates are strongly recommended to apply for an apostilled (or notarized) Criminal Record Check early in advance as it may take longer than expected to get one issued. Please note that the decision on the applicant's employment can be revoked if he or she fails to obtain an E2 visa because they have not submitted required documents in time.

11. Should you have any questions, please call **Ms. Na Yeon Lee** at **(02) 320-1033~5** or email at **nylee@hongik.ac.kr**.