

OFFICIAL ANNOUNCEMENT:

EPIK (English Program In Korea) is seeking a qualified Native English coordinator

NIIED (The National Institute for International Education), which is a governmental organization under the Korean Ministry of Education, is looking for a responsible and competent native speaker of English to fill the role of Coordinator for the EPIK team in Seoul.

1. Duties

The EPIK Native English Coordinator will be responsible for (among other things):

- ✧ Interviewing prospective EPIK applicants from various English-speaking countries
- ✧ Promoting the EPIK program to prospective teachers electronically (by phone and email correspondence) and in person (business trips, presentations and one on one)
- ✧ Organizing and assisting with numerous aspects of EPIK applicants' applications
- ✧ Providing support to current EPIK teachers (offering information, advice and counseling to EPIK teachers who have questions or concerns).
- ✧ Hosting public events such as EPIK orientations, reunions and meetings (involves substantial public speaking)
- ✧ Responding to inquiries (e-mails, phone calls and in-person visits) promptly
- ✧ Editing and creating English documents for various purposes
- ✧ Performing other responsibilities assigned by EPIK and NIIED

2. Employment Period

- February 26, 2010 ~ February 25, 2011 (or beginning as soon thereafter as possible)
* *Renewable (1 year contract period) upon mutual written agreement*
- Working hours: 9am – 6pm, Monday to Friday
- (Some overtime and weekend work necessary – e.g. orientations, business travel and busy season)

3. Salary

- ✓ Regular monthly salary: 1,800,000 ~ 2,300,000 KRW per month according to qualifications (see standardized pay scale on [this page](#) of our website)
- ✓ Coordinator Allowance: 300,000 KRW per month (in addition to regular monthly salary)
- ✓ Additional hourly overtime pay

4. Benefits

- ✓ Entrance Allowance of 1.3 million KRW (regardless of whether applicant comes from abroad or within Korea)
- ✓ Exit Allowance (upon successful completion of the 12-month term) of 1.3 million KRW (regardless of whether applicant goes abroad or stays in Korea)
- ✓ Housing allowance of 550,000 KRW per month
- ✓ 50% of National Health Insurance premiums paid by EPIK
- ✓ 50% of National Pension premiums paid by EPIK (Americans, Australians and Canadians eligible for lump-sum pension reimbursements upon completion of employment)
- ✓ Tax Exemption: Employees (Canadians excluded) may be tax-exempt for their first 2 years of employment in Korea (those who have taught or worked for 2 years or more are not eligible. Canadians pay 2 ~ 4% income tax)
- ✓ 18 working days of paid vacation

5. Qualifications:

A qualified applicant must:

- ☐ Hold at least a Bachelors degree
- ☐ Have at least 1 year experience of teaching English as an EPIK teacher
- ☐ Speak and write English with above-average skill
- ☐ Be earnest, responsible and willing to cooperate with diverse staff and teachers
- ☐ Have strong organizational skills and be able to simultaneously manage numerous tasks from diverse projects on an on-going basis
- ☐ Possess a strong attention to detail
- ☐ Have strong electronic communication skills including the ability to type quickly (60+ wpm preferred), use most of the Microsoft Office suite proficiently and learn new software easily
- ☐ Have suitable office skills and/or experience related to organization and communication
- ☐ Have strong interpersonal skills including empathy and persuasion as well as patience and openness to diversity
- ☐ Have strong oral and written communication skills in various settings with various constituents (e.g. public speaking, applicant interviews, team meetings, meetings with public officials)
- ☐ Be capable of offering objective, mature counseling advice to teachers experiencing personal or professional challenges
- ☐ Be mentally and physically healthy
- ☐ Be a citizen of a country where English is the primary language who is eligible for an E2 visa

** Preference is given to:*

- ✓ Current or former EPIK teachers
- ✓ Persons with experience teaching or working in Korea
- ✓ Persons skilled in administration

6. Required Documents

IMPORTANT NOTE: *Although it is advantageous to begin preparing documents prior to the interview, it is not mandatory. The only document that is required for the first application phase is the application form itself.*

- ☐ Completed Coordinator Application Form (downloadable from the EPIK website), which includes personal essay, self medical assessment and consent for information release
- ☐ Apostilled Criminal Record Check issued within the past 6 months (some exceptions may apply for those applying from within Korea)
- ☐ Apostilled copy of Post-secondary Diploma (some exceptions may apply for those applying from within Korea)
- ☐ One set of original sealed transcripts
- ☐ Two sealed recommendation letters from two separate professional sources (e.g. a current co-teacher, supervisor or principal or a former professor or employer)
- ☐ Photocopy of passport photo-page (If applying from within Korea, please include the visa page of the passport as well as a copy of both sides of the Alien Registration Card)
- ☐ Proof of teaching experience (for details, refer to the website FAQ)

**If applicable:*

- ☐ Copy of Teacher's certificate
- ☐ Copy of TESOL/TEFL/CELTA certification

7. Application Submission Details

Deadline: Wednesday, December 30, 2009

Submission **deadline is slightly flexible**

(If you are unsure about the time frame, please contact our office for further details)

How: By mail (epik@korea.kr) or in-person

Where: # 301, EPIK office
National Institute for International Education (NIIED)
43 Ewhajanggil, Jongno-Gu
Seoul, Korea (110-810)

8. Application Result

Date: Monday, January 4, 2010(approximate date)

Candidates for interviews will be notified individually

9. Interview

When: Friday, January 8, 2010 (an alternative date may be possible in particular circumstances)

How: In-person or by webcam (no phone interviews)

Who: Applicants notified by EPIK

10. Interview Result

When: Wednesday, January 8, 2010

Successful applicant notified by email

11. Final Result : Upon submitting documents

NOTES

Submitted documents will not be returned

For inquiries, please contact Donghee Kim (Tel: +82-2-3668-1405; Email: epik@korea.kr)