

## ENGLISH PROFESSOR

Inha Technical College in Incheon is seeking highly qualified instructors for **English Conversation** on a non-tenure basis for two years. Teaching starts on March 1st, 2022.

(To the applicants : Apply only if you can stay in Korea until the final announcement of employment is made.)

### 1. Minimum Qualifications :

(Only those who have met the following three requirements are eligible for the position.)

- a. Native speakers who have been educated in English speaking countries since high school.
- b. Bachelor's degree from an accredited 4-year university with at least 4-years of documented college-level teaching, relevant research, or industrial working experience.

### 2. Working Conditions & Benefits :

- a. Minimum Teaching : 9 hours per week (any teaching in excess of 9 hours is paid as overtime.)
- b. Annual Base Salary : KRW 32 million or more depending on teaching experience and qualifications  
(excluding overtime)
- c. National Health Insurance
- d. Housing Subsidy : KRW 200,000 per month
- e. Private Teachers Pension

### 3. Application Procedure (2-step process)

(Only those who have followed Step 1 and 2 will be considered for this position.)

#### [Step 1] : Preliminary online application

- a. Application Period : From January 4(Tue) 10:00 to January 10(Mon) 17:00
- b. Procedure : Fill out the [Application Form] after logging into <http://www.inhatc.ac.kr>  
(Internet access available from 10:00, January 4)

### Information to enter the online Application Form

- Applying Field : Choose the department.
- Basic Information : Enter Personal Information - Current occupation, Address, E-mail address, Telephone number, etc.
  - ※ Please enter your E-mail and Telephone Number clearly so that we can contact you if you are short-listed.
  - ※ Include a scanned picture of yourself.
- Degrees: Enter names of the universities where the degrees were granted.
- Qualifications: Enter teaching licenses and other relevant qualifications.
- Career
  1. Enter your teaching experiences in the 'Academic Teaching Experience' section.
  2. Enter your non-teaching experiences and/or non-academic teaching experiences in the 'Non-academic Teaching Experiences' section.
- Cover Letter: Describe your teaching background and philosophy.

## **[Step 2] : Submission of Documents**

- a. Period : January 7(Fri), January 10(Mon) 10:00 ~ 17:00 <only two days>
- b. Method : You may submit the documents in person.
- c. Address : Room 106 Main Building, Inha Technical College Inharo 100, Michuhol-gu, Incheon, Korea
- ※ Documents submitted by MAIL will NOT be considered.

### **List of Documents**

- Application Form (1 each) : Print out the completed Application Form from the Homepage
- Passport, Alien Registration Card: Submit a photocopy of each.
- Degrees, Transcripts : Submit a photocopy of each.
- Qualifications: Submit a photocopy of each.
- Certificate of Employment and Korean Income Tax Return (1 each original)
  - 1. Proof of present and/or past employment (경력증명서) issued from present and past employers.  
(Your working period should be clearly shown. : Required to determine your annual salary.)  
※ Past teaching experiences WILL NOT be considered if you fail to submit the above documents.
  - 2. a. Proof of Korean Income Tax paid for 2020 or earlier which is issued by the Korean Tax Office  
b. Proof of Present Income issued by the present employer(소득세 원천 징수 확인서)
- Reference Letter(1 original): Sealed letter of recommendation from your current supervisor or employer

## **4. Note:**

- a. In the event that any information given by an applicant is discovered to be false, the contract will be terminated immediately.
- b. Applicants failing to submit the required documents by the deadline will no longer be considered.
- c. Corrections are possible only during the Internet application period.
- d. Only short-listed candidates will be notified for an interview.
- e. Short-listed candidates should bring the following original documents to the interview.  
(These documents are required for verification and will be returned immediately)
  - **Passport and Alien Registration Card**
  - **Degrees and Transcripts**
  - **Qualifications**
- f. Submitted documents will not be returned under any circumstances.
- g. Applicants are required to submit a police background check (CBC) issued from the place of their origin to Korean Immigration for visa processing.
- h. Successful candidates will be announced on January 17
- i. Interview and lesson presentation: It will be on January 19~25
- j. The final announcement will be made in the last week of February  
※ Schedules may be subject to changes.

## **5. More Information is available at <http://www.inhatc.ac.kr>**

- ☎ 032-870-2036 / E-mail : [khpsws@inhatc.ac.kr](mailto:khpsws@inhatc.ac.kr)

**Evaluation Criteria for Native Speaker - Non-Tenured Track**

Evaluation Criteria		Remarks
Evaluation of Documents	<ul style="list-style-type: none"><li>– Highest Degree Obtained</li><li>– Academic Teaching Experience</li><li>– Non–Academic Teaching Experience</li><li>– Teaching Certificate / Diploma / License</li></ul>	
Class Demonstration	<ul style="list-style-type: none"><li>– Preparation</li><li>– Presentation Skills &amp; expressivity</li><li>– Knowledge of the Field</li><li>– Attitude</li></ul>	
Interview	<ul style="list-style-type: none"><li>– Integrity &amp;Attitude</li><li>– Teaching Philosophy</li><li>– Cooperation &amp;Activity</li><li>– Intelligency &amp; Judgement</li><li>– Verval Skills</li></ul>	