

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

The goal of Korea Military Academy (KMA) is to foster cadets to become 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 (ROK) Army. Many of our graduates proceed to join the higher ranks of the ROK Armed Forces.

Korea Military Academy provides a rigorous educational environment, befitting its status as an elite military academy. The academy maintains class size to a maximum of 20 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. Be on campus from 08:00 to 15:00 four days a week, (depending on the the semester's schedule) and teach about 6~16 hours per week during the semester
2. Teach undergraduate English elective and graduate requirement courses and participate in developing instructional programs
3. Translate and/or edit departmental-related materials in English
4. Develop curricula, design materials, create assessments, and participate in recording audio-visual aids
5. Teach winter intensive courses as required

Requirements

1. The applicants should be available for pre-semester orientation. The contract starting date is negotiable but no later than August 21st.
2. The applicants must be from one of the seven English-speaking countries according to E-2 visa requirements. F-2, F-4, and F-6 visas are also encouraged to apply if they meet the English educator

background (KMA does not sponsor E-1 visa). In the case of those with degrees from countries where English is the official language: courses must have been given in English AND the degree must be related to English language studies.

3. The applicants must be currently living in Korea with an acceptable visa (e.g., E-2).

4. Preference is given to applicants with:

- Familiarity with 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 of English language instruction,
- More than three years of teaching experience,
- Experience in teaching English pronunciation,
- Experience in evaluating English proficiency exams.

Benefits

1. Salary: 2,700,000 KRW per month (before tax and fees).

Employees will be enrolled in National Pension and National Health Insurance. (F visas will also be enrolled in National Unemployment Insurance.) KMA will pay for half, and the employee will pay half through their salary deduction.

2. Housing: A three-bedroom apartment (for married applicants) or a studio (for singles) 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. Our sports facilities include: two gyms, a 6-lane swimming pool, tennis courts, badminton courts, basketball courts, and football fields.

5. Paid vacations: 21 days.

How to Apply

To apply, please send the following to kma.english.recruit@gmail.com no later than 23:59 p.m. on July 19th, 2023:

Download the "Personal Questionnaire" and "Request for Criminal Record Check (성범죄 경력 조회 동의서)" at (https://drive.google.com/drive/folders/13GWHnSSs_h19pxiApNhogAOJlrglSMBO?usp=sharing)

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 but the original must be submitted upon signing the contract),
- A copy of your diploma(s) (scanned copies are also acceptable but the original must be submitted upon signing the contract [E2 visa holders must have an apostille]),
- A copy of other certifications (TESOL, CELTA, teacher-licensure, etc.) (scanned copies are also acceptable),
- 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 (성범죄 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. One of the two must be from your current employer. Each letter should include the contact information of the recommenders (their email address and office phone numbers). 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].

[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 dates are subject to change)

1. Application deadline: July 19th, 2023
2. Announcement of candidates selected for interview: July 21st, 2023
3. Online interview and demo lecture: July 26th, 2023

** Please prepare a 15-minute demo lesson for an intermediate English conversation class. (Materials will be sent for the interviewees) **

** Online interviews will be conducted through Zoom. **

4. Result announcement: August 8th, 2023
5. Expected start date: August 21st, 2023

** 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://kma.ac.kr>)

June 27th, 2023

