

Lead Coordinator Position Open

A Lead Coordinator (LC) position is open for the Daegu Gyeongbuk English Village (DGEV) in South Korea. DGEV is a partnership between the University of Wisconsin-River Falls (UWRF), River Falls, Wisconsin USA, and Yeungjin College, Daegu, South Korea. For more information on DGEV, please see: <http://www.uwrf.edu/DaeguGyeongbukEnglishVillage/Index.cfm>

The selected individual will be advised on obtaining a work visa before s/he arrives in Korea. Air transportation to Korea will be provided; return flight will be paid upon completion of the twelve-month contract. Contract renewal by Yeungjin College (as the legal employer) will be considered based on performance and evaluation outcomes.

Minimum Experience/Qualifications

- Bachelors' Degree in any field
- Two years of experience in education administration, educational program implementation
- A certificate in TESL, TEFL, TESOL or comparable program
- At least one year of experience living/working abroad (preferably in Korea)
- Appreciation of and support for Korean culture and customs, with a willingness and ability to advocate for western educational process and theory when appropriate
- Willingness and ability to flexible hours due to international time zones
- Willingness and ability to commit to a full twelve-month contract
- Demonstrated proficiency with Microsoft Word, Excel and Power Point

Preferred Experience/Qualifications

- Master's degree in school administration, curriculum and instruction, education, TESOL, or a closely related field
- Teaching experience at DGEV or in a similar environment
- Three years of experience in education administration including curriculum development, management and supervision, and budgeting
- Three years of documented administrative experience in an ESL/EFL program
- Three years of experience teaching ESL/EFL
- Some experience/background in counseling

Supervision Received

This position is supervised by the Director of the Korean Partnership Program, UWRF and the DGEV Senior Director.

Supervision Exercised

- Direct supervision of 50 – 55 English language instructors on-site at DGEV
- Direct supervision of an Assistant Lead Coordinator (ALC) and a Training Coordinator (TC)

Examples of Work Performed

- Providing general management and oversight of all academic-, personnel-, and resource-related aspects of the DGEV project, with the overall goal of ensuring program quality and fostering continual improvement, innovation and development
- Working closely and collaboratively with other members of the DGEV management team (which includes DGEV administrative staff, staff from UWRF and at times the ALC and TC) in all academic/ operational aspects of DGEV. This includes developing and implementing academic and organizational policies/strategies; evaluating instructor applicants; making decision relating to current instructors, and other personnel matters
- Communicating directly with UWRF staff by e-mail, telephone and Skype on a regular basis on recruitment, instructor and policy matters
- Maintaining quality control of all curricula used in the classroom, which includes reviewing course plans/syllabi and developing ideas for situational program expansion
- Overseeing scheduling for all DGEV academic courses, programs and instructors
- Overseeing the orientation, training and redirection of all instructional staff
- Conducting regular diagnostic (Proficiency Appraisal), formative (Performance Appraisal) and summative (Mid-Term, End-Term) performance evaluation for all instructors

- Maintaining extensive personnel data and records for instructors
- In conjunction with the DGEV Senior Director and UWRF Director, determining personnel matters necessitating actions of probation or dismissal of instructors
- Officially representing DGEV and Yeungjin College on visits to schools, while hosting visitors at DGEV, and at promotional activities
- Teaching at DGEV in emergency situations only.

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Salary

- The LC will receive a salary of 35,000,000 to 39,000,000 South Korean Won (₩) per 12-month contract, depending on experience and qualifications.
- The LC may also be eligible (depending on performance evaluation) to receive semi-annual bonus payments. Note: Bonuses are not part of the LC contract and are not guaranteed.
- Severance will be paid in accordance with Korean law. Actual severance amount will take into account bonus pay.

Additional benefits

- Private furnished dorm room with private bathroom, heating and air conditioning, plus three meals per day in the DGEV cafeteria. The accommodation provided is valued at an estimated ₩ 12,253,164.
- Access to the Internet, a 24-hour on-site fitness center, and scheduled shuttle bus service between the Village and Daegu.
- A private office equipped with desktop computer, printer and scanner.
- Korean health insurance and pension plans (with a small percentage of monthly salary contributed by the teacher).
- Twenty paid vacation days and two sick days per twelve-month contract.
- An airline ticket from the LC's home country or country of residence to Daegu. After completing the full contract period, a return flight ticket is also provided. Flight costs are not covered if the contract terms are broken.

Note: *These benefits (including air tickets and health insurance) apply only to the LC appointee him-/herself.*

Appointment Procedure and Timeframe

- Application deadline is **December 5, 2015**.
- Applications should include the following items:
 1. A letter of interest elaborating why you believe you are qualified for the position
 2. A detailed résumé or curriculum vitae
 3. A list of three professional references (including name, title, position, institution, email address, and telephone)
 4. A scan of all university transcripts displaying degree conferred (unofficial copies accepted for interview process)
 5. Any other information that will give us better insight into your professional abilities and experience
- Please note that applicants may be asked to provide additional materials, including copies of diplomas and official transcripts.
- Applicants who pass the first screening will have their interview between December 1 and December 15, 2015.
- An appointment will be announced **after all interviews are completed**.

Placement Procedures and Timeframe:

- The appointee is expected to be at DGEV in early January 2016. S/he will be required to participate in one week of unpaid personal induction/orientation.
- The appointee's contract period will run from 1 March 2016 through 12 months until 28 February 2017
- There will be two months of training. The appointee will be paid 80% of salary for the duration of the training.
- The appointee will officially assume his/her responsibilities 1 March 2016. This day will also mark the commencement of a mandatory sixty-day probationary period. **Should the appointee be deemed unsuitable for the LC position at the end of this period, s/he would be converted to an instructor depending on his/her qualifications for the remainder of his/her contract.** Non-acceptance would be viewed as contract breakage.

For further information, please contact:

Ms. Jane Miller

Email: jane.miller@uwrf.edu