

College Counselor Recruitment

1. Open Position

College Counselor

2. Work Outline

- Conduct college counseling with students and parents regularly
- Organize college and student specification
- Arrange college admission workshops for students, parents and teachers
- Attend teacher meetings and committee meetings
- Manage and issue school transcripts for colleges abroad
- Perform necessary duties as instructed by the principal

3. Working Condition

- Start date: March, 2014
- Contract duration: minimum 1 year (it may vary according to experience)
- Working hours: 8 hours a day
- Monthly salary: KRW 3.0million (it may vary according to experience)
- Housing: will be provided if needed

4. Eligibility

- Nationality: Korean or English native speaker
- Bachelor's degree from an accredited university
- At least 2 years of college counseling experience
- Korean and English bilingual speaker

5. Application documents

For document screening:

- resume
- cover letter stating your reason for application

*We accept the application documents by email only. You should bring an original copy of documents or license on the day of the interview.

Upon hiring the following documents will be required:

- Copy of transcript (two sealed copies will be required for immigration)
- Copy of diploma (original, or apostilled copy will be needed for immigration)

6. Period for acceptance

- Mar 10th, 2014 ~

7. Examination schedule

- 1st stage: *applicant's document screening* (the result will be notified individually)
- 2nd stage: *interview* (applicants must come to the school)

Contact

Alice Song

Email: alicesong@gaf.hs.kr

Tel: 031-361-0694

Gyeonggi Academy of Foreign Languages

30, Gosan-ro 105 Beon-gil

437 010

Uiwang-si, Gyeonggi-do, Korea