**CBNU Writing Center for Graduate Studies**

**Opening for Professional Writing Experts**

**(One full-time visiting professor & two free-lancer proofreaders/editors)**

The Writing Center for Graduate Studies at Chonbuk National University is looking for one full-time visiting professor and two free-lancer proofreaders/editors.

Starting Oct 2019, the CBNU Writing Center for Graduate Studies would provide consulting, editing and proofreading services for the submission of articles authored by CBNU faculty and graduate students to foreign journals.

The CBNU Writing Center for Graduate Studies would primarily deal with academic journal articles, cover letters, proposals, and other CBNU English publications.

The CBNU Writing Center for Graduate Studies is currently accepting applications for the positions of one full-time visiting professor and two free-lancer proofreaders or editors. The applicants must be native English speakers with at least three years of proofreading and editing experience.

1. **Full-time visiting professor**

1. Job title: Full-time visiting professor
2. Employment period: October 1, 2019 to September 31, 2020
3. Qualifications
	* Experienced writing consultant whose nationality is one of the followings: American, Canadian, British, Irish, Australian, or New Zealander (Korea can only provide English teaching visa to candidates from those countries.)
	* Master’s degree (minimum)
	* Candidates with a natural science, English literature, English education, and journalism majors

are preferred.

* + Over 3 years of Proofreading/ Editing experience
	+ Excellent reading and writing skills
	+ Excellent communication skills and flexibility at work
	+ Exceptional attention to detail
	+ Ability to manage time and meet deadlines
	+ Keen organizational skills and the ability to do multi-task
	+ Proficient with computer and general software programs (e.g. MS Word, internet, email, etc.)
	+ Candidates will be selected based on the criteria set by CBNU; please note that only shortlisted ones will be contacted and that reference check will be followed. Your former supervisors or colleagues on your resume will be contacted for your references.
1. Job description
	* Providing a face-to-face consultation for 12 hours a week,
	* Completing at least 7 research paper a week
	* Developing graduate student writing manuals and curriculum with other professors at the center for 6 hours (+ α) a week by focusing primarily on engineering, agricultural, and natural science majors
	* Office hours: 3 hours/week
2. Salary
	* 30,000,000 Won per year (Korean currency) for Master’s degree in natural science, English literature, English education, linguistics, and journalism.
3. Fringe benefit
	* Separate office space inside the center (from the spring semester of 2020)
	* On-campus housing will be available.
	* Only if the applicant is arriving from another country, he/she will be given up to 1,500,000 won travel reimbursement to cover his/her airfare and he/she is required to submit the air ticket to LEC.

\*If the contract is signed in Korea and the applicant leaves Korea upon signing, air fare will not be covered by Chonbuk National University.

* + Severance pay at the end of contract (an equivalent of one month's pay)
1. Application documents
	* Application form (attached)
	* Scanned copy of passport
	* Scanned copy of degree
	* Scanned copy of transcript
	* Scanned copy of at least two recommendation letters with contact phone number and email address. (One letter of recommendation should be from a Korean former supervisor and the other recommendation should be from your former professors or thesis advisor. Please note that they will be contacted for your reference check.)
	* Copy of writing samples (Published research articles are preferred)
2. Application deadline: Tuesday, Sep. 3, 2019 (6 PM. Korea Standard Time)
3. How to apply: Send us your documents via e-mail to hyunjeonglee@jbnu.ac.kr
4. Contact and mailing address
5. **Free-lancer proofreaders**

1. Job title: free-lancer proofreaders
2. Employment period: Oct. 1, 2019 to September 31, 2020
3. Qualifications
	* Master’s degree (minimum)
	* Excellent reading and writing skills
	* Over 3 years of proofreading/editing experience
	* Exceptional attention to detail
	* Ability to manage time meet deadlines
	* Proficient with computer skills including use of MS Word, internet, and uploading and downloading digital files
4. Place of employment: Anywhere
5. Payment varies based on type and length of documents
6. Application documents
	* Application form (attached)
	* Scanned copy of diploma of highest degree
	* Official letter of work experience (relevant experience only)
	* Scanned copy of any relevant licenses
	* Copy of writing sample
	* Copy of proofreading sample (if possible)

**Application Form**

**Preferred position: (Full-time visiting professor 🞏 / Free-lancer proofreader 🞏)**

**Name:**

**Date of birth:**

**Nationality:**

**Address:**

**E-mail**

**Contact Number:**

|  |
| --- |
| Education |

|  |
| --- |
| Professional Experience  |

|  |
| --- |
| Certificate/License  |

|  |
| --- |
| Publications and papers |

|  |
| --- |
| Languages |