**JBNU Writing Center**

**Openings for Professional Writing Expert**

**(Full-time Visiting Professor)**

The Writing Center at Jeonbuk National University is looking for a highly qualified full-time Visiting Professor.

The JBNU Writing Center provides consulting, editing, and proofreading services for the submission of articles authored by JBNU faculty and graduate students to international journals. We primarily review academic journal articles, cover letters, rebuttals, and other English-language publications.

Applicants must be native English speakers with **at least three years of extensive proofreading and editing experience.** We are particularly interested in candidates whose expertise in experience leading collaborative research projects, with an expertise in teaching and research in the fields of academic writing for higher education or applied linguistics, would benefit the growth and development of the Center.

**Full-time Visiting Professor**

1. Job title: Full-time Visiting Professor
2. Employment period: **Sept 1, 2023 to Aug 31, 2024**

 (The position is renewable upon evaluation)

 (\* We accept applications on a rolling basis; the start date can be adjusted accordingly.)

1. Qualifications
	* Experienced writing educator/researcher for higher education whose nationality is one of the following: American, Canadian, British, Irish, Australian, or New Zealander (Korea can only provide English teaching visas to candidates from those countries.)
	* Candidates with a Master’s degree (minimum) in Applied Linguistics, Composition Studies, Law, and Engineering are preferred.
	* Candidates who have teaching/research experience in writing for publication are preferred.
	* More than three years of extensive Proofreading/ Editing experience
	* Excellent reading and writing skills with wide-ranging knowledge of science and technology subjects
	* Demonstrated ability to work effectively and collegially
	* Ability to manage time and meet deadlines
	* Candidates will be selected based on the criteria set by JBNU; please note that only shortlisted candidates will be contacted and that a reference check will follow. Any former supervisors or colleagues listed on your resume will be contacted.
2. Job description
	* Proofreading and editing non-native English-speaking scholars’ research papers for international publication
	* Developing graduate student writing manuals and a teaching curriculum with other professors at the Center
	* Conducting research on Writing Center- or graduate student writing-related issues
	* Teaching writing courses (optional)
3. Application documents
	* Application form (attached) and Resume or CV (only list verifiable work experience)
	* Statement of Purpose
	* Scanned copy of passport/ degree/ 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 should be from a former professor or thesis advisor. We do not accept reference letters from colleagues. Please note that references will be contacted.)
	* One writing sample (Published research articles are preferred)
	* One proofreading sample (**Heavily Edited**)
4. Application deadline: **Thursday, July 6, 2023.**

Open until filled (Applications will be reviewed until the position is filled)

1. How to apply: Send your documents via e-mail to hyunjeonglee@jbnu.ac.kr
2. Contact and mailing address: +82-63-270-4879

Writing Center, 253-ho, Jinsoo-dang (Law school), Jeonbuk National University, 576 Baekjedaero, Deokjin-gu, Jeonju-si, Jeollabuk-do, South Korea

**Note: Selected candidates will be asked to edit sample papers that we provide, which we will assess before deciding whether to offer an interview.** Due to the volume of applications, we may only respond to candidates who reach this stage of the hiring process. We sincerely appreciate your interest in the position and your understanding in this regard.

**Application Form**

**Preferred position: (Full-time visiting professor)**

**Name:**

**Date of birth:**

**Nationality:**

**Address:**

**E-mail:**

**Contact Number:**

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| Education |

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| Professional Experience  |

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| Certificate/License  |

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| Publications and papers |

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| Languages |