**JBNU Writing Center**

**Openings for Professional Writing Experts**

**(Full-time Visiting Professors & Freelance Proofreaders/Editors)**

The Writing Center at Jeonbuk National University is looking for highly qualified full-time Visiting Professors and Freelance Proofreaders.

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, proposals, and other English-language publications.

Applicants must be native English speakers with **at least three years of extensive proofreading and editing experience.**

**A. Full-time Visiting Professor**

1. Job title: Full-time Visiting Professor
2. Employment period:

* In the case of candidates currently residing in South Korea**: January 1, 2022 to December 31, 2022**
* In the case of candidates who need visa support: **Feb 1, 2022 to January 31, 2023**

(The position is renewable upon evaluation)

(\* The start date will be adjusted to accommodate the time it takes the University and consulate to issue the visa.)

1. Qualifications
   * Experienced writing consultant 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.)
   * Master’s degree (minimum)
   * Candidates with a degree in Engineering, Applied Linguistics, or Law are preferred.
   * Candidates who have experience writing for publication are preferred.
   * More than three years of extensive Proofreading/ Editing experience
   * Exceptional attention to detail and logic.
   * Excellent reading and writing skills with wide-ranging knowledge of science and technology subjects
   * Excellent communication skills and flexibility at work
   * Ability to manage time and meet deadlines
   * Keen organizational skills and the ability to multi-task
   * 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
   * Providing face-to-face consultations
   * 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) or Resume (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: **Friday, November 19, 2021**

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](mailto: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.

1. **Free-lancer Proofreaders/Editors**

1. Job title: Free-lancer Proofreaders/Editors
2. Employment period**: January 1, 2022 to December 31, 2022**

(Renewable upon evaluation)

1. Qualifications
   * Experienced writing consultant 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.)
   * Master’s degree (minimum)
   * Candidates with a degree in natural science, engineering, English education, or law are preferred
   * More than three years of extensive Proofreading/ Editing experience
   * Exceptional attention to detail and logic
   * Excellent reading and writing skills with a wide-ranging knowledge of science and technology subjects
   * Excellent communication skills, work ethic, and flexibility at work
   * Ability to manage time and meet deadlines
   * Keen organizational skills and the ability to multi-task
   * Proficient with computer use and comfortable with basic software (e.g. MS Word, internet, email, etc.)
2. Place of employment: Anywhere
3. Payment varies based on type and length of documents
4. Application documents
   * Application form (attached) or Resume (only list verifiable work experience)
   * Scanned copy of diploma (highest degree)
   * Official letter of work experience (relevant experience only)
   * Scanned copy of any relevant licenses
   * One writing sample
   * One proofreading sample (**Heavily Edited**)
5. Application deadline: Friday, November 19, 2021

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](mailto: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, which we will assess before deciding whether to offer an interview**

**Note: Only those who currently have a bank account in South Korea can apply for freelance proofreader/editor positions**

**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 |