

Language Lecturer (Assistant Lecturer) – Ghent University Global Campus, Korea

Ghent University Global Campus

Ghent University Global Campus (GUGC) is an integrated campus of Ghent University, Belgium, and the first European university to be part of the Incheon Global Campus (IGC) in Incheon, South Korea. Ghent University Global Campus offers Bachelor of Science programmes in Molecular Biotechnology, Environmental Technology, and Food Technology. Ghent University is one of the top 100 universities in the world (ARWU 84th) and ranks even higher in the Life Sciences subjects taught at GUGC.

Please visit the Ghent University Global Campus homepages to learn more about our organisation: <http://www.ugent.be/globalcampus/en> and <http://www.ghent.ac.kr/>

Job Summary

Full-Time Assistant Lecturer in Academic English (AAP) – Ghent University Global Campus

Affiliation:

- KR01 – Department of Environmental Technology, Food Technology and Molecular Biotechnology
- LLC – Centre for Language and Learning

Degree:

- Master's degree in English Language/Linguistics, Applied Linguistics, Communication, Language Teaching/Education, or closely related areas.
- PhD qualified candidates are encouraged to apply but take note evaluation is still primarily by experience.
- Mature candidates with other Master's degree, plus significant experience in relevant tutoring/teaching/lecturing will be accepted in lieu of further qualifications.

Level:

- Essential – Relevant teaching experience and additional professionalism in research writing instruction, technical editing, higher education study skills, academic language tutoring, or materials development.
- Desirable – Experience in South Korea. Experience within European university or Western English language higher education contexts. Experience with students in a science or technology programme.

Work Status:

- Candidates requiring visa sponsorship must qualify for E-1 or E-7 visas only.
- Preferred – Candidates have freedom to work in Korea – e.g. by Korean nationality or F-Visa residency, etc.

Contract: Annual contract, renewable.

Occupancy rate: 100%

Vacancy type: Academic Assisting Staff (AAP).

Last application date: 22nd May 2024 (Interviews will begin immediately and applicants are encouraged to apply without delay as the position will be filled upon finding the right candidate).

Starting date: 14 August 2024

Job Position

Due to continued growth in student numbers Ghent University Global Campus, South Korea, has a vacancy for a full-time language lecturer/teaching assistant at the rank of 'Assistant Lecturer' (AAP) in the area of Academic English for scientific contexts. Starting from 14 August 2024 (classes begin 26th August), this is a 1-year position that is annually renewable (upon favourable evaluation). After 2 years, a successful full evaluation can lead to longer contract cycles.

The candidate will join the Department of Environmental Technology, Food Technology and Molecular Biotechnology of Ghent University Global Campus in Korea. All professors, lecturers and researchers are clustered into research and learning centres, and specifically, the candidate will become a member of the LLC – Centre for Language and Learning. The candidate is expected to spend the majority of their assignment supporting the department in teaching common-core credit-bearing courses to undergraduates studying programmes in Applied Bioscience Technology. Our courses focus on Academic English language and communication (written and spoken) within a scientific context, in addition to research skills, and experiential learning in careers and employability. The main activities include teaching classes on a standardised curriculum using shared co-developed materials in a team-teaching model. Any additional time is given over to tasks negotiable with the Centre Director according to the Centre goals and with respect to the candidate's talents and interests.

The four areas of LLC work are Teaching and Training; Partnership and Promotion; Professional and Voluntary Services; and Research and Development. Therefore, the candidate will be invited to contribute to areas such as: the development of core course materials; the development of extra-curricular training resources focused on language development and use of digital tools; development projects on undergraduate student-life or doctoral student support; translation or proofreading as required; the supervision of student internships; and the development of research in, for example, group interaction, peer review or transnational education etc. It is expected that the candidate has the motivation to join in this growing work and has the candour and ability to work effectively and collaboratively with the LLC team and wider university colleagues.

Job Qualification (Profile of the Candidate)

- ◆ Will hold a Master's degree or PhD degree from a reputable university in the areas of English Language/Linguistics or Teaching/Education or related areas. Additional qualifications relevant to language and/or the majors of our department will also be a plus.
- ◆ In exceptional circumstances: Will hold a Master's degree from a reputable university in a complimentary area; plus significant experience in relevant tutoring/teaching/lecturing.
- ◆ Must have experience of teaching/tutoring students within a comparable context; i.e. in English-language medium in Korea, and/or within European university or Western English language higher education contexts.
- ◆ Must show competence in tutoring and feedback provision within academic writing programs (for a specific purpose, e.g. science and technology); teaching and tutoring presentation and communication skills, and be knowledgeable in offering feedback to students using various online tools and alternative methods.

- ◆ Must provide evidence of additional skills relevant to the work of the Centre. For example, these could include experience in materials development; research editing; leading in training or mentoring; collaboration and partnership initiatives; or likewise.
- ◆ Candidates should be experienced and confident in the use of online learning platforms for student communication, proficient in online and off-line teaching using technology, and will bring suggestions on how to further enhance the student learning experience.
- ◆ Candidates will show proof of collaborative teamworking and co-teaching. For example, this could include: sharing in materials creation; team teaching shared materials across multiple courses; group leadership – where you led other colleagues; and group membership – where you played a role within a team to support others.
- ◆ Outside of the classroom, experience of mentoring young people and/or adult training and evidence of responsibilities in programme coordination from other areas will be considered beneficial.
- ◆ Bilingual competence in English/Korean is considered a plus.

Job Description

- ◆ To provide teaching, individually and as a team, to undergraduate students 1st-4th year across assigned courses, primarily English for Academic Studies 1 and 2. (Between 8-16 hours/week per 12-week semester). [These courses are part of the degree curriculum for students for BSc in Molecular Biotechnology, Environmental Technology, and Food Technology].
- ◆ To tutor students individually and in group-sessions on language, communication and study related issues, and provide student correction and feedback as assigned.
- ◆ To develop in collaboration, written/online resources for effective student learning.
- ◆ To participate in/provide support for core courses and training programmes offered by the Centre for Language and Learning, including Scientific Research Writing, Company Visits and Seminars, Personal Professional Development, Bachelor Research Projects, etc.
- ◆ To assist in the development and expansion of the Centre for Language and Learning, through e.g.: developing workshops and support for undergraduate students undertaking their bachelor-theses, for doctoral students in preparation of research presentations etc.; participation in committees; provision of professional services; research and staff development.
- ◆ Participate in the wider university community through joining initiatives, events and outreach activities.
- ◆ Note: This is not an adjunct position. Work activities for lecturers and academic staff are full-time across the academic semesters.

Selection Criteria

- ❖ Teaching background and relevant work experience
- ❖ Character and values as an educator
- ❖ Educational experiences
- ❖ Potential to contribute and work collaboratively towards Centre goals

Application Documents

- ❖ Motivation letter/document
 1. Response to Job Requirements: Specifically explain with various examples and evidence the relevance of your past experience to the overall job profile and the specific 'job qualification' points as outlined above.
 2. Evidence of Academic Interests: State the title and summary of your final degree thesis/dissertation and briefly comment on your academic interests.
 3. Potential Contribution: Select one of the following projects and write a half-page response how you might contribute to such a project:
 - a. Adjusting course materials and learning competencies in response to Generative A.I.
 - b. Development of teaching programmes to external audiences such as High School students.
 - c. Creation of self-access materials or training for support of bachelor or doctoral student learning.
- ❖ Full resume (CV), including contacts for at least 2 references (we will ask for reference letters at a later stage).
- ❖ Copy of all degree diplomas plus any additional teaching qualifications

The documents must be merged into a single PDF file and sent to 'The Hiring Committee' (LLC@ghent.ac.kr). The Subject Line should be: "Job Position: 2024 Assistant Lecturer – Name". The candidate will receive an e-mail confirming receipt of the application. However, we regret that due to the high volume of interest, only shortlisted candidates will be informed of the outcome of their application.

Application Process and Interview

- ◆ Interviews will take place in stages from the first available time.
- ◆ Applicants are encouraged to apply immediately as the position will be filled upon finding the right candidate.

We reserve the right to hold applications on file for potential future job openings. For position-related inquiries, please contact Prof Dunne via email (michael.dunne@ghent.ac.kr). For any other inquiries, please contact GUGC via e-mail: gugc_hr@ghent.ac.kr

Selection Process

- ♦ Application Screening -> Written Responses -> 1st Online Interview -> 2nd On-site Interview -> Internal committee -> Departmental Approval -> Acceptance Notice to the selected candidate.

Compensation & Benefits for the candidate selected

- ♦ Basic Term of the Contract
 - Annual, renewable based on evaluation.
- ♦ Salary
 - Base salary is on a European-rated scale. The candidate is placed in the scale according to years of relevant teaching experience and progresses with annual increments.
- ♦ Bonuses
 - Two additional pro rata bonuses per year: in June (92% of monthly salary) and December (100% monthly salary).
- ♦ Housing unit or Housing Allowance
 - A single unit of staff housing operated by Incheon Global Campus (IGC) is provided for foreigners.
- ♦ Two round-tickets to Hometown (For non-Koreans)
 - The selected candidate with foreign nationality, shall have two round-tickets to hometown per year.
- ♦ National Insurance & Severance
 - Four social insurances are covered.
 - Severance shall be paid when the contract ends and if the candidate works more than one year.
- ♦ Private Health Insurances
 - Marsh private health insurance provided, including basic medical/dental reimbursements
- ♦ Annual paid leave and holidays
 - The selected candidate shall have 35 days paid annual leave per year.
 - Additional holiday Christmas through New Year.