

*Please clarify the position you are applying for and not click (SAT/TOEFL/AP/Subject) when you submit your application to <http://recruit.tpr.co.kr>

1. Office support representative (full-time / 양재역 / Female Only / 교포 안됨) -1 명

[Job Descriptions (Daily, Weekly, Monthly)]

- Management of company facilities (Classroom, Labs, Coaching Room, TalkZone, storage of teaching materials)
- Support teachers (Handouts and support teachers' requests), Set up classroom environment for start and end of each session.
- Education Management (Operating labs and manage/develop the contents), Conduct a survey, Assist Speaking English test operations.
- Troubleshoot any inquiries students and business professionals might have. Check students' attendance.
- Assign rooms by the week (students and teachers), Cooperate with client's manager
- Assist other tasks as occasion demands

[Schedule]

- Mon/FRI: from 11:00AM-8:00PM

[Locations]

- Yangjae (Seoul, Subway line #3)
- * Housing will be fully provided

[Requirements]

- Bachelors degree from an accredited four-year university
- Bachelors degree in Business, Education or English
- Prior experience teaching adults or teaching Business English
- Prior experience in corporate field

[Required Documents]

- Original Diploma *Notarized with an apostille
- Nationwide Criminal Background Check *Notarized with an apostille

2. Business English Instructor [Full-time / 전주 (F-visa or 한국인 Female Only)] -1 명

[Full-time Position] Speaking Instructor (Adult Business English & Communication Skills)

*Type of Class: Business English & Communication Skills (Speaking)

*Students: Adults/Business Professionals

*Levels: Beginner/Intermediate/Upper-Intermediate

*Class size: 1:1 or Group class (10 students max)

*Curriculum: Standardized Curriculum and Course Books (training provided)

*Start Date: **ASAP**

[Schedule]

- Mon-Fri 11:00-19:00 (approximately 80 hours per month)

3. Business English Instructor [Full-time / 울산 Bilingual 교포 or 한국인] -2 명

[Full-time Position] Speaking Instructor (Adult Business English & Communication Skills)

- *Type of Class: Business English & Communication Skills (Speaking)
- *Students: Adults/Business Professionals
- *Levels: Beginner/Intermediate/Upper-Intermediate
- *Class size: 1:1 or Group class (10 students max)
- *Curriculum: Standardized Curriculum and Course Books (training provided)
- *Start Date: **January 1, 2014 (1-2 weeks of training in December)**

[Schedule]

- Mon-Fri 10:30-19:30 (approximately 80-100 hours per month)

4. Speaking English Test Evaluator Full-time position (160 hrs+ / month) –교포 안됨

* Job Description:

We are currently looking for qualified professionals to join our team of oral proficiency specialists. New hires will conduct **speaking assessment of Korean business professionals**, in addition to other administrative tasks. To qualify for this position, you must be a native English speaker of the utmost professional demeanor, attitude, and appearance.

Primary Roles and Responsibilities

- 1) On-site interviewing and/or supervising
- 2) Test reviews and scoring
- 3) Data entry/score analysis reports
- 4) Test Research & Development

Basic Qualifications

- *Native English speaker with clear, coherent pronunciation
- *BA degree from accredited 4-year university
- *Business background: i.e. business-related major and work experience
- *Adult Business English teaching experience (1year+)
- *Excellent verbal and written communication skills
- *Professional demeanor, attitude, appearance, and mindset with the ability to properly conduct oneself in a manner befitting the environment
- *Meticulous attention to detail and analytical skills for question development and score analysis reports
- *Team player with a global mindset
- *Oral proficiency assessment experience a plus
- *MS office proficient

Other Requirements (preferred):

- Bachelor's degree in Business, Education or English
- Prior experience teaching adults
- Any business or management job experience
- Currently practicing law or providing legal consulting services at a law firm or corporation in Korea
- Business / Legal English teaching experience
- Overseas business / legal corporate working experience

Required Documents:

- Original Diploma- notarized with an apostille, Notarized and apostilled diploma
- Nationwide Criminal Background Check-notarized with an apostille

Working at the Princeton Review Korea is a fantastic opportunity to not only learn more about Korean business culture and network with business professionals but also to develop and apply your professional skills and talents. Please submit your online application at <http://recruit.tpr.co.kr> or recruit@tpr.co.kr