NLCS Jeju Support Staff Recruitment

1. Recruitment Position & Qualification

1) Position

JOB GROUP	POSITION	HEADCOUNT	NOTE
Special Position	Learning Assistant	1	Refer to JD

2) Qualification Requirement

- A person applicable to any one of the following shall not be appointed:

  1. Incompetent or quasi-incompetent
  2. A person declared bankrupt and not reinstated
  3. A person who has been sentenced to imprisonment without labour or heavier punishment and 5 years has not passed from the conclusion of that sentence or from the date to finally not be executed of such sentence
  4. A person who has been sentenced to imprisonment without labour or heavier punishment and 2 years has not passed from the conclusion date of such stay of execution period
  5. A person under the stay of execution period when sentenced to imprisonment without labour with a stay of execution
  6. A person who was forfeited or suspended of qualification by a law or judgement of a court
  7. A person who was dismissed from a prior work place pursuant to disciplinary action within 3 years or expelled within 5 years
  8. A person who is obligated to military service but evaded such military service

- No criminal records regarding child or sexual abuse
- Under the age of 60 (in consideration of retirement age per school regulation)
- Qualified to travel overseas
- Able to speak English
- In the case of a foreign national, the candidate should hold a visa which permits employment in Korea (F-6, F-5, etc.) or be qualified to obtain a visa (E-7) to work in NLCS

3) Preferred Requirement

- Persons eligible for employment assistance are given preference pursuant to related Act

2. Contract Details

- 3 months of probation period will be applied from the start of employment
- Work hours: Mon-Thu 8:00-17:15, Fri 8:00-16:00
- Salary and benefits will be set according to internal regulation
  - 25,882,560 ~ 30,791,146 won/year

3. Recruitment Schedule

	DETAILS
Application Evaluation	- Eligibility of candidates who are qualified for the position will be determined
Interview Evaluation	- Interviews are only for candidates that are successful in the Application Evaluation - The highest scored candidate among those scored over 80 will be selected - Should the successful candidate withdraw or any reason for disqualification is found, the runner-up will be appointed

ITEM	SCHEDULE
1. Receiving application (Advertisement)	2026.10.09. ~ 2026.10.18., 23:59
2. Application evaluation & announcement	2026.10.19.
3. Interview	2026.10.28.
4. Announcing final candidates	2026.11.02.
5. Background & reference checks	~ 2026.11.06.
6. Hire	2026.11.09.

※ Schedule can be changed according to internal situation

4. Application Procedure

- Job advertisement will be posted in recruiting sites
- Submission of application: Only by email (job@nlcsjeju.kr)
- Required documents: 1. Application Form (must use the most up-to-date version)
  2. CV (English)

➔ If a required document is missing or incomplete, including the details of two referees, the application will not be considered

➔ Please specify the position you are applying for (you can only apply for one position)

➔ Submit all documents in PDF format

5. Documents for CV Verification (Submit before the interview)

- Identity document - ARC, passport, etc.
- University degree(s)
- Employment verification letter(s) including position and employment period
- Certificate of qualification for Korean health insurance
- Certificate to confirm eligibility of employment assistance (for those that apply)

6. Evaluation Procedure

1) Application Evaluation

- It will be determined whether the candidate meets the qualification requirements based on evaluation of their application form and CV

2) Interview Evaluation

- The interview will be conducted in person (can be conducted virtually per circumstances such as overseas residence, etc.)
- Evaluation criteria (Total 100 points):

➔ 1. Attitude as a member of staff (15), 2. Expertise and practical ability (15), 3. Accuracy and logicality in expression of opinion (10), 4. Appropriate experience level (10), 5. Etiquette, conduct and diligence (10), 6. Creativity, willpower and potential (10), 7. Communication skill in English (30)

3) Determination of Final Successful Candidates

- The highest scored candidate among those who scored over 80 points will be appointed
- Should the successful candidate withdraw or any reason for disqualification is found, the runner-up will be appointed

➔ In the case of a tie, successful candidates will be determined as follows

a. Person eligible for employment benefit per Act on the Honourable Treatment of and Support for Persons of Distinguished Service to the State
b. Person with the smallest difference in interview scores (highest to lowest score)

7. Others

- Documents submitted shall be returned if requested within 14 days from announcement of the interview result via email or phone, or will be disposed immediately
- With valid reason, required documents can be submitted late but should be submitted before appointment
- The appointed candidate should be available to work regardless of other commitment(s)

- The recruitment may be cancelled if there is no suitable candidate
- The final candidate can be rejected if s/he is found unqualified per JEINS regulations
- Missing document(s) and/or false information may result in being rejected or cancelling the employment even if s/he has been already employed
- The legal employer is JEINS Corp. and s/he will work for NLCS Jeju located in the Global Education City in Jeju and s/he may be transferred to another school under JEINS

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

All posts are subject to satisfactory background checks from each country the candidate has worked or lived in, along with reference checks. A copy of the School's recruitment Policy is available via the website.

It is the School's policy to employ the best qualified personnel and to provide equal opportunity for the advancement of employees including promotion and training and not to discriminate against any person because of their race, colour, national or ethnic origin, sex, sexual orientation, marital or civil partnership status, religion or religious belief, disability or age.