

Position title: The Center for Korean Studies Director

Application Deadline: 1st July 2018

Job Description (Summary)

The Center for Korean Studies Director will be responsible for day-to-day Learning Center administrative functions. The Center will be responsible for many activities throughout the year therefore a yearly professional plan is always drawn and implemented. Other responsibilities include:

- Managing Korean Language classes
- Manage and process all daily walk-in inquiries
- Prepare the business plan and annual budget for the center in line with the top management
- Marketing initiatives, launches and promotional campaigns.
- Strategize and implement action plans.
- Prepare and regularly update teaching materials to ensure course outlines are up-to-date and reflect the learning objectives and effectively communicate student objectives.
- Participate in the hiring and evaluation of staff at the center.

Qualifications:

A business and marketing background at least 5+ experience in similar role.

- Experience of operational management such as managing resources including people and finance, in language course or educational context, is essential.
- Strong communication skills
- Foreign relations skills
- Experience working in a complex environment.
- Be able to take initiative and work independently

To Apply:

Apply by e-mailing your updated CV to jobs@ue.edu.krd with the title of the position in the subject line.