

Special Session I

해외취업과 유학

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Faculty and post-doc position search process in the US

Dr. ByoungHo Jin

Faculty Search Process in the US

- Takes roughly one year.
- Announcement via ITAA website as well as school website in fall.
- Application materials due Dec. or Jan.
- Application material review by search committee.
- (Pre-screening via phone interview)
- Campus interview around Feb-Mar.
- Selected faculty is individual contacted by department head.
- Salary and other benefits negotiation
- Job starts in Aug 1 typically.



Required Documents for Application

- Curriculum vita (CV)
- Cover letter
- Three reference letters
(or just names of reference)

In addition to these, following materials may be required.

- Teaching philosophy
- Research plan

Search Committee

- Typically consists of three-five members in the department (department head is not part of search committee).
- Search committee chair receives all application materials.
- All search committee members independently review application materials.
- Search committee chair calls a meeting. In the meeting, applicants are ranked.

- Reference check and phone interview for top 5 candidates.
- Based on reference check and phone interview, top two (or three) are invited to a campus interview.
- After the campus interview, search committee discusses and recommends the best candidate to the department chair.

Typical negotiation items

- Rank and tenure (for faculty with experiences)
- Salary
- Research and teaching support (RA & TA)
- Course release for the first semester (or year)
- Department head prepares a job offer letter based on agreement and then candidate signs on it.



Tips for Korean

- Emphasize what you can contribute and how your unique background (preparation) can be assets to the department.
- Be confident!
- Show your vision and enthusiasm.

Post-Doc.

- Typically no announcement.
- Contact a faculty member whom you want to collaborate with or department head via email with CV and cover letter.
- In the cover letter, be sure to address i) what you can contribute to the department and ii) what you want from the department (e.g., class sit-in, research, office, library access, etc.)
- If you have funded research or other financial resources, address this in the letter because in most cases, department does not have \$ to hire post-doc.

Job Search in U.S.

Dr. Jung Ha-Brookshire

Where to look for?

- Major corporation websites' "Career" sections

<http://nikeinc.com/pages/careers>

- Just-style:

<http://www.just-style.com/jobs/>

- New York:

<http://www.wwd.com/wwdcareers>



Tips for Job Search in U.S.

- Don't pay attention to job titles. Carefully read job descriptions.
- Education is important but your capabilities and skills are more important.
- Show WHY they need to hire YOU, not others—
You need to create your own brand called YOU.



Tips for Job Search in U.S. -Cont'd

- Showcase **UNIQUE** experiences and qualifications that no one else has.
- Outcome/Result-oriented statements — what did you accomplish?
 - e.g., Increased 20% sales through creative product assortment plans
- Be ready to be at the interview tomorrow!

How to prepare for studying in the US

Dr. Huiju Park

Preparation

Thorough research

School vs Advisor

Don't let others discourage you!

Who will take responsibility?

SOP

Customization for each program

Industry / other experience

Concise & specific

Unsolicited Advice

English matters

IBT – Speaking vs Writing

GRE – Verbal section vs Writing

Portfolio – Don't make a CD

Be ambitious and brave, but realistic!

Be proactive! (120: 80 law)

Coram Deo!

Preparing CV

Dr. Jihyun Kim



Equal Opportunity and Affirmative Action

- Most U.S. institutions and companies have a policy declaring that they do not discriminate against applicants on the basis of age, color, disability, gender (including pregnancy), genetic information, national origin, political affiliation, race, religion, sexual orientation, or veteran status.

Curriculum Vita 준비시 주의사항

- 다음 사항은 CV에 기재하지 않습니다.
 - 사진
 - 성별
 - 나이
 - 국적
 - 종교
 - 가족 사항 (결혼 유무, 자녀 유무, 부모 이름, 직업)

Curriculum Vita 준비시 주의사항

- 온라인 상에서의 지나친 개인 정보 공개는 피하시는 것이 좋습니다.
 - 개인 웹사이트/홈페이지
 - 소셜 네트워크 사이트
 - Facebook, Linkedin, 싸이월드

Curriculum Vita 참고사항

- 해외 연수 경력
- 강의 경력
 - 상세히 설명, 평가자료 첨부
- 학회 활동
 - 학회 참가, 발표 경력, 분과 활동
- 리더쉽/단체 경험
 - 학생회, 동아리 활동 내역

Preparing Cover Letter

Dr. Hye-Young Kim

Academic Cover Letter

- The academic cover letter plays a significant role in whether or not you make the **first cut** for a position.
- The letter needs to include a very good summary of your **qualifications** and explain how they **fit** with the position advertised.
- Useful University of Minnesota Resource
<http://www1.umn.edu/ohr/teachlearn/tutorials/jobsearch/writingletter/index.html>

What to include?

- **First Paragraph**
 - State your field of specialization and university where you're studying
 - State your degree status (if ABD, note when you expect to complete your degree)
 - Express interest in the position, the department, and the institution
- **Second Paragraph**
 - Discuss either your dissertation and its importance or your teaching experience.
 - Discuss how you fit the position as stated in the ad (provide specifics not detailed on the CV)
- **Third Paragraph**
 - Discuss additional strengths or resources pertinent to the position, department, or institution (i.e., professional experience, interdisciplinary affiliations, technology expertise, etc.)
- **Fourth Paragraph**
 - Discuss the fit between you, the department, and the institution
 - Explain why you are attracted to the position, department, and institution
 - Address your interest in the goals of their institution
 - Note how your skills will help them meet their departmental and institutional goals
- **Final Paragraph**
 - Express your interest in meeting for an interview
 - Provide numbers/times to be reached



What Not to Include

- Don't send a generic cover letter to many different institutions.
- Don't make the reader work too hard to see that you are right for the position.
- Don't end your letter passively.

Tailoring your application materials

Dr. Young Ha



What to Consider?

- Job announcement
- Cover letter and curriculum vitae
 - Order of contents
 - Amount of information
 - Types of information

Cover letter

Teaching school

- Teaching
 - Teaching philosophy
 - Teaching strategies
 - Teaching challenges
 - Detailed examples
 - Past and current teaching assignment
 - Justification of your teaching eligibility
 - Student advising
- Research
 - Brief overview of current research and future plan

Research school

- Research
 - Research philosophy
 - Goals/qualifications as a researcher
 - Current research: detailed examples
 - Future research
 - # of publications & presentations
 - Grant projects/ideas (possible target)
- Teaching
 - Brief overview of past & current teaching assignment and your teaching interest

Curriculum Vitae

Teaching school

- Teaching section
 - Teaching interests:
Courses/topics
 - Courses taught (titles)
 - Student evaluation summary
 - Quantitative (table)
 - Written evaluations
 - Student advising info
- Research section
 - List of publications/presentations
 - Grants funded

Research school

- Research section
 - Peer-reviewed journals
 - Impact factor, rank, acceptance rate
 - Peer-reviewed proceedings
 - Refereed research presentation
 - Invited research presentation
 - Grants
 - Funded
 - Not funded
 - Projects in preparation
- Teaching section
 - Teaching interests
 - Courses taught (titles)
 - Student advising info

Any questions?