

# Vacancy Announcement for Part-time Administrative Staff and Post-Doc Positions from KAIST [Prof. Heejun Yang Group, Department of Physics]

## 1. Job Type & Responsibility

Job type	Position	Career level	No. of persons recruited	Responsibility
Administration	Part-time administrative staff	irrelevant	1 person	- Budget execution/adjustment of the research projects - Administrative support for the group members
Research	Postdoctoral researcher	irrelevant	1 person	- 2D materials-based transport and their magnetic properties
<b>Total number of persons to be recruited</b>			<b>2persons</b>	

※ In the absence of suitable candidates, nobody can be selected.

※ Applicants will be notified of any changes occurring during the recruitment process individually.

## 2. Eligibility and Preference

Position	Eligibility	Preference
Common	<ul style="list-style-type: none"> <li>Those who do not have reasons for disqualification under Article 12 of the Rules on Personnel Management*</li> </ul>	<ul style="list-style-type: none"> <li>Those who are eligible for employment support under the Act on the Honorable Treatment and Support of Persons, etc. of Distinguished Services to the State (additional points to be added)</li> </ul>
Administrative staff	<ul style="list-style-type: none"> <li>Those who have obtained the bachelor degree</li> <li>Non-Korean: TOPIK 6 level</li> </ul> <p>※Required to submit the certificate of degree/TOPIK in the verification stage</p>	Not applicable

Postdoctoral researcher	<ul style="list-style-type: none"> <li>Those who have obtained the Ph.D. degree in 2D materials-based transport</li> </ul>	<ul style="list-style-type: none"> <li>Those who have publications in 2D materials-based transport and their magnetic properties (additional 10% in the paper screening)</li> <li>Those who are good at English (additional 5% in interview)</li> </ul>
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\* **Article 12** (Grounds for Disqualifications) Any of the following persons shall not be appointed as faculty or staff:

1. Those falling under any subparagraph of Article 33 of the State Public Officials Act;
2. Those whose citizenship has been suspended or deprived of by law;
3. Those found disqualified from employment as a result of physical examination;
4. Those who have evaded mandatory military service.

### 3. Application Method & Period

<b>How to apply</b>	Fill out the prescribed application form and submit it via e-mail(including the hand-written signatures) <ul style="list-style-type: none"> <li>E-mail : <a href="mailto:myyhj4534@kaist.ac.kr">myyhj4534@kaist.ac.kr</a></li> <li>Subject: [Job type] name ex) [Research] Gildong Hong</li> </ul>
<b>Application period</b>	Only applications that arrived between 21 JUN, 2021 and 07 JUL, 2021 12:00PM (Korean time) are valid.

### 4. Employment Procedure

Type of screening	Description	Schedule	No. of candidates to be selected
Document screening	Screening of the Application Form and the Self Introduction	09 JUL, 2021 (scheduled)	Within 3 times the number of persons to be recruited
Interview	Interview (Online)	13 JUL, 2021 (scheduled)	1 time the number of person to be recruited
verification	Check eligibility and documentary evidence	until 23 JUL, 2021 (scheduled)	
Appointment	Completion/submission of documents required for appointment	01 AUG, 2021 (scheduled)	

※ Procedure and schedule are subject to change depending on internal circumstances of the university; applicants will be notified of any changes individually.

## 5. Employment Contract Information

Classification	Details
Employment type	Fixed-term
Department	Department of Physics
Work pattern	<ul style="list-style-type: none"> <li>■ Part-time (Administrative staff: 14 hours per week)</li> <li>■ Full-time (Postdoctoral researcher: 5 days a week, 09:00 to 18:00)</li> </ul> ※Work pattern of the administrative staff will be scheduled when the employment is confirmed.
Contract terms	01 AUG, 2021 ~ 28 FEB, 2022 (7 months) ※Contract term can be reduced in accordance with the relevant project or business.
Salary	Administrative staff: 1,250,000 (pre-tax basis) Postdoctoral researcher: 3,500,000 won/month (pre-tax basis) ※Administrative staff is not applicable for the National Pension/National Health Insurance Service(we provide Employment Insurance and Occupational Safety Insurance only).

※ Other matters shall follow the relevant regulations and laws.

## 6. Guidelines on 'Blind Hiring'

(Entering the prohibited data mentioned below may lead to **deduction of points.**)

- The Application Form does not have sections requesting photo, the name of school applicants attended, GPA and date of birth.
- Entry of information that could lead to bias such as the e-mail address of the school applicants attended is prohibited.
- Inclusion of personal information such as the name of schools applicants attended and family relationship, etc. in the Application Form (including The Self Introduction) is prohibited because it may lead to bias.

## 7. Miscellaneous Matters

- Period for request for return of application documents (original): 15 days from the application deadline
- Contact for victim of unfair employment : KAIST Human Resources Management Team (insa@kaist.ac.kr)
- Disclosure of successful applicants of relatives of KAIST employees : Disclosure of the number of successful applicants who are relatives within 4<sup>th</sup> degree of relationship (spouse, first cousins, any blood relatives) of KAIST executive or employee on the university website (Only for the successful applicants are required to state whether they are relatives of KAIST executive or employee in the documents for appointment.)
- In relation to restrictions on public institutions' employment of public officials who have been dismissed for corruption, all applicants should check applicable items of the Checklist for Restrictions on Employment of Public Officials Dismissed for Corruption (prescribed form) and submit it in accordance with the Restrictions on Employment of Public Officials Dismissed for Corruption.
- Required documents : Job Description Form, Application Form and the Self Introduction

## 8. Inquiry: Department of Physics, Ms. Hyejin Yoon

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