



## Job Opportunity: Korean Education Center in Mexico

April 24, 2026

### 1. Position: Administrative Staff (1 person)

- Full time position starting on May 25, 2026 with, 3 months probation period

### 2. Duties:

**Responsibilities** include but are not limited to:

- Administrative Staff's general responsibility is to assist the members of Korean Education Center in the performance of their official duties and functions.
- Performing duties and responsibilities as directed by the director, which may include:
  - a. Operation of Study in Korea Center in Korean Education Center including Study in Korea info sessions and annual fair.
  - b. Translating or summarizing documents in Spanish, English and/or Korean.
  - c. Researching and writing short reports of trending issues related to Mexico's policy on education
  - d. Assisting other works including administrative and logistical support for Korean Education Center

### 3. Qualifications:

- Legal resident in Mexico
- Minimum education: Bachelor's degree in any discipline
  - \* International relations/education/Korea related majors given priority
- Language: Native Spanish speaker with fluent English and Korean(oral and written)
  - \* TOPIK Level 3 or higher (or an equivalent level of Korean language proficiency) is required.
- Administrative experiences preferred
- No criminal record
  - \* Criminal background check will be required for the successful candidate.
- Skills and abilities: Mastery of MS Office (Word, Excel, etc.) and skills for website and social media posting

#### **4. Employment Benefits:**

- Gross monthly salary: USD1,200
- Overtime pay according to the contract and Mexican Labor Law
- Vacations according to the Mexican Labor Law

#### **5. Employment Conditions:**

- Work schedule: Monday to Friday from 9:00-17:00
- Holidays: Official federal holidays in Mexico and four official Korean holidays designated by the Korean Embassy
- Contract renewal is subject to evaluations (twice per year)
- Successful candidate will be expected to begin work on May 25, 2026 (subject to change).

#### **6. How to Apply:**

- **Required documents for application**
  - o **Resume** (English or Korean; photograph optional)
  - o **Cover letter** (with personal statement/introduction; English or Korean)
  - o **Copies of diploma and academic transcript**
  - o **Copies of certificates/licenses** related to the position (TOPIK, etc.)
  - o Successful applicant should bring the original documents during final in-person interview.
- Please send application documents(in PDF) in English or Korean by email ([kecmx0@hotmail.com](mailto:kecmx0@hotmail.com)) with the subject line "Application-Administrative Staff".
- All applications must be submitted by 24:00 on May 3, 2026.
  - \* Individual notification will be sent by email or phone call to those applicants who are selected for an on-line interview.
  - \* All Inquiries regarding the position will be through e-mail only.