POSITION: \hspace{1cm} PROFESSOR, PARALEGAL STUDIES

DESCRIPTION OF DUTIES:
Teach, develop and coordinate lower division Paralegal Studies related programs in the Business and Information Technology Division. Teach fifteen (15) credit hours per semester in the area of Paralegal Studies. Maintain a minimum of fifteen (15) office hours per week. Perform College committee and Division committee assignments as assigned by the Dean, Business and Information Technology Division or the Program Director, Paralegal Studies. Assume responsibilities for program/curriculum development and student advisement at the request of the Dean or the Program Director. Evaluate and participate in determining procedures for student recruitment, promotion, retention and graduation. Participate in educational planning and program organization. Preside as head of the Paralegal Club. Recruit and maintain members of the Program’s Advisory Committee. Perform other related duties as assigned by the Dean, Business and Information Technology Division or the Program Director, Paralegal Studies. Regular attendance is an essential function of this position. This is a nine (09) month, tenure-track position. The hours are variable and may require some evenings and weekends.

MINIMUM QUALIFICATIONS:
Juris Doctorate Degree from an ABA accredited university. Valid license to practice law in the state of Oklahoma. Two (2) years teaching experience. Two (2) years experience practicing law. Experience working with paralegals. Proven knowledge of ABA accreditation and certification procedures. Demonstrated professional commitment to education, leadership and professional growth. Excellent oral/written communication, interpersonal and organizational skills. Ability to work under pressure and to manage multiple projects. Proficiency with MS Office (Word, Outlook and Excel). Light lifting up to 10 lbs and light carrying up to 10 lbs. Ability to reach above shoulder. Periods of time spent sitting, standing, walking, kneeling, bending and stooping.

DESIRED QUALIFICATIONS:
Five (5) years teaching experience in an accredited Paralegal Studies Program at an institution of higher education. Five (5) years experience practicing law. Proven effectiveness with online course delivery.

SALARY:
$39,525 - $45,625 (09 month)

APPLICATION DEADLINE:
UNTIL FILLED

Please submit application materials by the announced deadline. The original signed Rose State College application form and unofficial degree conferring transcripts must be received by this office for formal consideration; however, should an offer of employment be extended, official transcripts are required.

Candidate selected will serve a probationary period. All finalists may be subject to a background check and/or drug test.

(POSTED ON AUGUST 11, 2015)
Must be eligible to work in the United States
An Equal Opportunity Employer
In accordance with the Americans with Disabilities Act, reasonable accommodations in the application process will be provided upon written request.

https://www.rose.edu/content/about-us/our-college/human-resources/job-listings/
HUMAN RESOURCES/AAO (405) 733-7979
6420 SE 15th STREET ~ MIDWEST CITY, OK ~ 73110-2799