

Adjunct Pool for Professor of Paralegal Studies  
Mt. San Antonio College

Direct Link: <https://www.AcademicKeys.com/r?job=222855>

Downloaded On: May. 9, 2024 2:35am

Posted Oct. 4, 2023, set to expire Jun. 30, 2024

**Job Title** Adjunct Pool for Professor of Paralegal Studies  
**Department** Business Administration  
**Institution** Mt. San Antonio College  
Walnut, California

**Date Posted** Oct. 4, 2023

**Application Deadline** 06/30/2024

**Position Start Date** Available immediately

**Job Categories** Adjunct Professor

**Academic Field(s)** Law

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**Job Description**

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**Adjunct Pool for Professor of Paralegal Studies**

**Posting Number:** A-012-2024

**Department:** Business Administration

**Division:** Business

**Salary:** \$82.49 PER HOUR based on lecture hour equivalent taught (Adjuncts are placed on salary schedule)

**Open Date:** 09/29/2023

**Close Date:** 6/30/2024

**Initial Screening Date:** 06/30/2024

**Open Until Filled**

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**Basic Function/Overview:**

THIS IS A TEMPORARY, HOURLY AS NEEDED POSITION WITHOUT PERMANENT STATUS.

This is a CONTINUOUS recruitment for an applicant POOL to fill part-time, temporary, hourly assignments on an as-needed basis. Departments or divisions will refer to the POOL of applications on file to fill temporary assignments as the need arises. You will be contacted by the hiring manager should the department/division be interested in scheduling an interview.

**Essential Duties & Responsibilities**

1. To teach PLGL courses according to the Colleges course outlines of record and pursuant to the guidelines of the American Bar Association Standing Committee for the approval of paralegal programs.
2. To participate in the timely assessment of student learning outcomes.
3. To assist the Paralegal Program Coordinator, as needed, with information and record-keeping requests related to ABA requirements.

**Minimum Qualifications:**

**A. The minimum of one of the following awarded/conferred from a regionally accredited institution:**

1. Bachelors degree and higher must have at least 2 years of experience in Legal Assistance/ Paralegal Studies; **OR**
2. Associates degree in Legal Assistance/ Paralegal Studies and 6 years of experience within the required discipline; **OR**
3. The equivalent (must request an equivalency review in the application), **OR**
4. California Community College credential, "Valid for Life" (no longer issued), authorizing service as an instructor in the appropriate discipline; refer to Ed Code 87355 (If meeting qualifications with this credential, a copy of the valid lifetime credential must be submitted with the application.);

**AND**

**B. Commitment to the community college goals/objectives of providing quality programs and services for students with diverse abilities and interests; personal qualities to work effectively and sensitively in**

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a multicultural environment; awareness and commitment to the special needs of non-traditional students.

**Preferred Qualifications:**

**License(s) & Other Requirements:**

**Health & Welfare:**

Not applicable.

**Working Environment::**

**Equivalencies:**

Candidates not holding the stated required qualifications who are requesting consideration based on an equivalency will be asked to answer some supplemental questions.

**Conditions of Employment:**

Official offers of employment are made by Mt. San Antonio College Human Resources and are made contingent upon Board approval. It is also required that a final offer of employment will only be made after the candidate has successfully been fingerprinted and clearance for employment is authorized by Human Resources. Costs for fingerprinting services shall be borne by the candidate.

Notice to all prospective employees - The person holding this position is considered a mandated reporter under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in Administrative Procedure 3518, titled Child Abuse Reporting, as a condition of employment.

As required by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, the Mt. San Antonio Community College Annual Security Report is available here:  
[https://www.mtsac.edu/safety/pdf/asr\\_2018.pdf](https://www.mtsac.edu/safety/pdf/asr_2018.pdf)

The person holding this position is considered a Responsible Employee under Title IX of the Educational Amendments Act of 1972 and is required to report to the Colleges Title IX Coordinator all relevant details reported to them about an incident of alleged sexual misconduct including sexual harassment, sexual assault, dating and domestic violence and stalking.

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**Special Notes:**

**Application Procedure:**

Application packets will be accepted until the position is filled; the position will be posted until 11:59 p.m. (PST) June 30, 2022.

Applicants must submit all of the following materials online at <https://hrjobs.mtsac.edu> to be considered for this position:

1. A Mt. San Antonio College online application.
2. A cover letter indicating how duties and responsibilities, required qualifications and preferred qualifications are met.
3. A detailed rsum that summarizes educational preparation and professional experience for the position.
4. A minimum of two (2) letters of recommendation that reflect relevant experience (do not use social media or professional networks as a means to provide letters of recommendation or any of the required documents).
5. College and/or university transcripts showing the awarded/conferred degree are required and must be submitted with the online application by all applicants, including current or former employees of the college, to demonstrate that the required educational qualifications are met. Unofficial transcripts are acceptable at the time of application; however, copies of diplomas are not accepted in lieu of transcripts.
6. Candidates not holding the stated required qualifications who are requesting consideration based on an equivalency will be asked to answer some supplemental questions.

**Foreign Transcripts:**

Foreign Transcripts: Transcripts issued outside the United States require a course-by-course analysis with an equivalency statement from a certified transcript evaluation service verifying the degree equivalency to that of an accredited institution within the USA. This report must be attached with the application and submitted by the filing deadline.

**Inquiries/Contact:**

For more details about this position, please contact:

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Paralegal Program Coordinator: Abby Wood

E-mail: [awood@mtsac.edu](mailto:awood@mtsac.edu)

Phone: (909) 274-5464

**Selection Procedure:**

A committee will evaluate applications, taking into account breadth and depth of relevant education, training, experience, skills, knowledge and abilities and other job-related criteria as listed in the job posting. Interviews may include a writing sample, presentation, teaching demonstration and/or performance test.

**Confidential Letters of Reference Instructions:**

**Special Instructions to Applicants:**

**EEO Policy:**

**Conflict of Interest:**

Mt. San Antonio College employees and the Board of Trustees members shall not engage in any employment or activity that is inconsistent with, incompatible with, or in conflict with Mt. San Antonio Colleges Administrative Procedures (AP 2710 Conflict of Interest, AP 2712 Conflict of Interest Codes).

To apply, visit <https://hrjobs.mtsac.edu/postings/10972>

**Contact Information**

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

**Contact**

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