

Adjunct Pool for Professor of Legal Assisting (Paralegal
Studies)
Mt. San Antonio College

Direct Link: <https://www.AcademicKeys.com/r?job=108844>

Downloaded On: Oct. 19, 2018 3:40am

Posted Jul. 6, 2018, set to expire Nov. 3, 2018

Job Title	Adjunct Pool for Professor of Legal Assisting (Paralegal Studies)
Department	N/A
Institution	Mt. San Antonio College Walnut, California
Date Posted	Jul. 6, 2018
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Adjunct/Visiting Professor
Academic Field(s)	Law
Apply Online Here	http://apptrkr.com/1253328

Apply By Email

Job Description

Adjunct Pool for Professor of Legal Assisting (Paralegal Studies)

Mt. San Antonio College

Job Category: Adjunct Faculty

Employee Group:

Time (Percent Time):

Term (months/year):

Current Work Schedule (days, hours): Schedule may include teaching days, evenings and weekends.



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Salary Range: \$74.53 PER HOUR based on lecture hour equivalent taught (Adjunct are placed on salary schedule)

Salary:

Shift Differential:

Health & Welfare:

Department: Business Division

Open Date: 07/05/2018

Closing Date:

Open Until Filled: No

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/Major Responsibilities:

MAJOR DUTIES & RESPONSIBILITIES

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;
To participate in the timely assessment of student learning outcomes; and
To assist the Paralegal Program Coordinator, as needed, with information and record-keeping requests related to ABA requirements.

Other Duties:

Knowledge Of:

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Skills and Abilities:

Minimum Qualifications/Education & Experience:

- A. The minimum of one of the following awarded/conferred from a regionally accredited institution:
1. Any bachelors degree or equivalent foreign degree and two years of professional experience directly related to the faculty members teaching assignment; OR
 2. Any associate degree or equivalent foreign degree and six years of professional experience directly related to the faculty members teaching assignment; OR
 3. California Community College credential authorizing service as an instructor in the appropriate discipline.
- 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 a multicultural environment; awareness and commitment to the special needs of non-traditional students; AND
- C. Ability to communicate effectively in oral and written English

Equivalencies:

Equivalency not established

Preferred Qualifications:

License(s) & Other Requirements:

LICENSES AND OTHER REQUIREMENTS:

Employees may periodically be required to operate a vehicle that necessitates possession of a valid California drivers license. Such employees must have the ability to secure and maintain a valid California drivers license.

Official offers of employment are made by the Mt. San Antonio College Office of 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.

Working Environment:



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Physical Demands:

Hazards:

Instructions re: Confidential Letter of Recommendation:

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.

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 him or her about an incident of alleged sexual misconduct including sexual harassment, sexual assault, dating and domestic violence and stalking.

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:
<http://www.mtsac.edu/safety/pdf/2014ASRFinal.pdf>

Examination Requirements:

Typing Certificate Requirements:

Application Procedure:

Apply between July 5, 2018 and June 28, 2019, by 11:59 p.m. Applicants must submit all of the following materials online to be considered for this position:

A Mt. San Antonio College online application (<http://hrjobs.mtsac.edu>)

A cover letter indicating how qualifications and required experience are met and addressing the applicants philosophy of teaching



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A detailed rsum that summarizes educational preparation and professional experience for the position
A minimum of two 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)

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.

Special Notes:

Please note: A confirmation number will be assigned when your application packet indicates the
supplemental questions have been answered and a document has been attached to each required link.
Assistance with the online application process is available through Human Resources at 1100 N.
Grand Avenue, Walnut, CA 91789-1399. Human Resources: (909) 274-4225. E-mail:
[url=mailto:employment@mtsac.edu]employment@mtsac.edu.

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:

Edwin Estes, Department Chair
E-mail: eestes@mtsac.edu
(909) 274-6428

Selection Procedure:

Special Instructions to Applicants:

Please do not submit Confidential letters of recommendation.

EEO Policy:



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The College is an equal opportunity employer. The policy of the College is to encourage applications from ethnic and racial minorities, women, persons with disabilities, and veterans. No person shall be denied employment because of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, sex (gender), age, sexual orientation, or the perception that a person has one or more of these characteristics.

Conflict of Interest:

Conflict of Interest

Cancel RTF Policy:

We reserve the right to re-open, re-advertise, delay or cancel filling this position.
This recruitment may be used to fill future vacancies.

To apply, visit: [url=http://apptrkr.com/1253328]https://hrjobs.mtsac.edu/

Contact Information

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

Contact

N/A

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