

**Adjunct Paralegal**  
**Community College of Allegheny County**

Direct Link: <https://www.AcademicKeys.com/r?job=150076>

Downloaded On: Jan. 22, 2021 1:46pm

Posted Nov. 20, 2020, set to expire Mar. 19, 2021

<b>Job Title</b>	Adjunct Paralegal
<b>Department</b>	Academics
<b>Institution</b>	Community College of Allegheny County Pittsburgh, Pennsylvania
<b>Date Posted</b>	Nov. 20, 2020
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Adjunct/Visiting Prof
<b>Academic Field(s)</b>	Law
<b>Apply Online Here</b>	<a href="https://apptrkr.com/2082012">https://apptrkr.com/2082012</a>
<b>Apply By Email</b>	
<b>Job Description</b>	

Adjunct Paralegal

Position Title: Adjunct Paralegal

Department: Academics

Campus: College Wide

Additional Information: Please note: If you are a PSERS retiree, per PSERS guidelines, employment by the College as an adjunct faculty member will result in the suspension of your retirement benefits by PSERS.

Transcripts: Applicants must electronically attach scanable unofficial transcripts when applying to this posting.

Adjunct Paralegal  
Community College of Allegheny County

Direct Link: <https://www.AcademicKeys.com/r?job=150076>

Downloaded On: Jan. 22, 2021 1:46pm

Posted Nov. 20, 2020, set to expire Mar. 19, 2021

Work hours (for hourly positions): Days and hours vary according to class schedule and the needs of the College and Department.

Salary Grade: Per Contract

Job Category: Adjunct/Faculty

Employment Type: Adjunct Part-Time

General Summary: The primary responsibilities of the faculty are to teach and to develop the curriculum. To meet these responsibilities, faculty must remain knowledgeable about advances in their disciplines, in learning theory, and in pedagogy. Faculty portfolios will include contributions and program development and show evidence of ongoing professional development.

Requirements:

Master's degree in legal studies, law or a related area. Minimum one year of professional experience. JD preferred or an attorney.

Applicants for teaching assignments are expected to have strong communication skills. Applicants are expected to have post-secondary teaching experiences; work experiences in the discipline to be taught; and knowledge of industry-related software and systems, including industry certifications, where appropriate. Degrees must be from an accredited institution.

Duties:

1. The primary responsibilities of faculty are to teach and to develop the curriculum. Prepare and provide students with course outlines that support learning objectives set forth in the course syllabus. Develop and measure learning outcomes. Assess student performance and maintain grade records.
2. Create an effective learning environment through the use of a variety of instructional methods.
3. Collaborate in the development and continued assessment of learning outcomes for use in program reviews and curriculum revision.
4. Work with other program and/or discipline faculty to complete scheduled program reviews and to use the findings to revise the curriculum.

**Adjunct Paralegal  
Community College of Allegheny County**

Direct Link: <https://www.AcademicKeys.com/r?job=150076>

Downloaded On: Jan. 22, 2021 1:46pm

Posted Nov. 20, 2020, set to expire Mar. 19, 2021

5. Participate in appropriate professional development activities to assure currency in both discipline, knowledge and instructional methods.
6. Participate in department/discipline, division, campus, and college meetings and committees.
7. Participate in college projects, surveys, studies, and reports that relate to the discipline or program.
8. Collaborate in the development of program and/or discipline promotional materials.
9. Support the college's goals.
10. Perform other related duties as required or assigned.

Clearances: Current criminal record/child abuse clearances will be required if offered the position and in order to be employed at the College. The three clearances are Pennsylvania Child Abuse History Clearance, Pennsylvania State Police Criminal Records Check, and Federal Bureau of Investigations (FBI) Criminal Background Check. The College has provided instructions on how to obtain these clearances and are available here.

To view the full job posting and apply for this position, go to:

[url=https://apptrkr.com/2082012]https://ccac.csod.com/ats/careersite/JobDetails.aspx?id=742&site=3

### **Contact Information**

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

### **Contact**

Academics  
Community College of Allegheny County

,