

**Adjunct Professor - Paralegal  
Erie Community College**

Direct Link: <https://www.AcademicKeys.com/r?job=236980>

Downloaded On: Nov. 19, 2024 11:39am

Posted Jun. 3, 2024, set to expire Dec. 7, 2024

<b>Job Title</b>	Adjunct Professor - Paralegal
<b>Department</b>	Paralegal
<b>Institution</b>	Erie Community College Buffalo, New York
<b>Date Posted</b>	Jun. 3, 2024
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Adjunct Professor
<b>Academic Field(s)</b>	Law
<b>Job Website</b>	<a href="https://ecc.wd5.myworkdayjobs.com/en-US/AdjunctFacultyExternal/job/City-Campus---Downtown-Buffalo/Adjunct-Professor---Paralegal_J0002106">https://ecc.wd5.myworkdayjobs.com/en-US/AdjunctFacultyExternal/job/City-Campus---Downtown-Buffalo/Adjunct-Professor---Paralegal_J0002106</a>

**Apply By Email**

**Job Description**

**Department:**Paralegal

**Salary/Hourly:**\$53.33 Hourly

**Union/Position Status:**FFECC Teaching PT

**Posting Closing Date:**June 1, 2025

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## JOB DESCRIPTION

### BENEFITS TO BEING A PART-TIME ADJUNCT FACULTY MEMBER AT SUNY ERIE:

- **RETIREMENT PLANS** –New York State retirement, option to participate in tax shelter annuities, deferred compensation, voluntary retirement savings
- **TUITION REIMBURSEMENT** –SUNY Erie tuition waivers
- **PROFESSIONAL DEVELOPMENT** - Professional meetings/conferences, participation in seminar offerings, visitation of business and industry & acquisition of formal education
- **EMPLOYEE ASSISTANT PROGRAM (EAP)** - Confidential and voluntary assistance to employees and their family members (financial concerns, legal issues, alcohol or drug problems, marital problems, emotional worries, child-care problems, etc.)

### DISTINGUISHING FEATURES OF THE CLASS:

Adjunct faculty teach department courses on a part-time basis and evaluate student performance pursuant to guidelines set by the department and the College. Adjunct faculty report to the Department Chair for their discipline. Adjunct faculty are responsible for preparing lesson plans, teaching aids, and instructional materials or activities for class. Adjunct faculty must maintain accurate records on students and submit pertinent data to the department and/or the College.

### TYPICAL WORK ACTIVITIES:

- Demonstrates appropriate knowledge of subject;
- Provides students with appropriate learning materials and expertise in assigned subject(s);
- Prepares course syllabi and outcomes;
- Encourages student participation;
- Provides students with appropriate learning materials and expertise in assigned subject(s);
- Evaluates students' performance based on course learning outcomes;

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- Establishes and maintains an organized and disciplined classroom environment;
- Is responsive to students and provides students with assistance and guidance;
- Responsible for contributing to and maintaining an inclusive and collaborative College environment;
- Adheres to all College, Department, as well as applicable County policies.

### **KNOWLEDGE, SKILLS AND ABILITIES:**

Candidates must be able to demonstrate awareness and sensitivity towards promoting an inclusive and diverse learning environment. Good knowledge of field of specialization; knowledge of or experience in implementing a variety of teaching strategies; awareness of the value of technology as a tool for teaching; experience with computerized student record management; ability to develop educational programs; ability to teach effectively at the college level; initiative and resourcefulness; industrious and dependable; ability to get along well with others; effective communication skills; experience teaching a diverse student body; physically capable of performing the essential functions of the position with or without reasonable accommodation.

### **MINIMUM QUALIFICATIONS:**

Bachelor's degree in area of specialization plus 30 credit hours of advanced study in area of specialization.

### **PREFERRED QUALIFICATIONS:**

Minimum JD (Juris Doctor) required.

Admission to State or Federal Bar and 3-5 years practicing law.

### **SPECIAL REQUIREMENTS:**



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**Please attach unofficial transcripts with your application to be considered. Official transcripts will be required for successful candidates within 30 days of hire.**

***Our mission to offer quality education includes exposing our students to a diverse range of cultures, experiences and expertise. At SUNY Erie Community College, we value diversity and encourage applicants from all backgrounds to apply.***

Contact Human Resources at (716) 851-1840 with any questions.

**Notice of Non-Discrimination**

SUNY Erie Community College does not discriminate in admission, employment, or in the administration of any of its policies and programs on the basis of race, color, religion, national origin, age, sex, gender, gender expression, gender identity, pregnancy, disability, sexual orientation, familial status, military status, domestic violence victim status, predisposing genetic characteristics, veteran status, criminal conviction, or any other characteristics protected by law. This applies to all students, applicants or other members of the College community (including, but not limited to, vendors and visitors). Grievance procedures are available to interested persons by contacting the Civil Rights Compliance Officer listed below. Retaliation against a person who files a complaint, serves as a witness, or assists or participates in the investigation of a complaint in any manner is strictly prohibited.

*The following individual has been designated to handle inquiries regarding the College's non-discrimination policies:*

**Civil Rights Compliance Officer**

Human Resource Department

North Campus



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6205 Main Street

Williamsville, NY 14221

(716) 270-5735

### **Contact Information**

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

### **Contact**

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