

Instructor - Paralegal  
Erie Community College

Direct Link: <https://www.AcademicKeys.com/r?job=249123>

Downloaded On: Nov. 19, 2024 11:22am

Posted Nov. 18, 2024, set to expire Apr. 2, 2025

<b>Job Title</b>	Instructor - Paralegal
<b>Department</b>	
<b>Institution</b>	Erie Community College Buffalo, New York
<b>Date Posted</b>	Nov. 18, 2024
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Lecturer/Instructor
<b>Academic Field(s)</b>	Law
<b>Job Website</b>	<a href="https://ecc.wd5.myworkdayjobs.com/en-US/CareerOpportunities/job/City-Campus---Downtown-Buffalo/Instructor---Paralegal_J0002336">https://ecc.wd5.myworkdayjobs.com/en-US/CareerOpportunities/job/City-Campus---Downtown-Buffalo/Instructor---Paralegal_J0002336</a>
<b>Apply By Email</b>	
<b>Job Description</b>	

**Department:**

Paralegal

**Salary/Hourly**

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\$43,297.00 Annual

**Union/Position Status:**

FFECC Teaching FT

**Posting Closing Date:**

November 29, 2028

Applications must be submitted by 11:59 PM the evening **before the posting closing date.**

Please note that the posting will close at midnight (12:00 AM) on the posting closing date.

## **JOB DESCRIPTION**

### **DISTINGUISHING FEATURES OF THE CLASS:**

Faculty teach department courses and evaluate student performance pursuant to guidelines set by the department and the College. Faculty report to the Department Chair within the Academic Unit. Faculty are responsible for preparing lessons and student activities. Faculty must maintain accurate records on students and submit data to the department and/or the College.

### **TYPICAL WORK ACTIVITIES:**

- Demonstrates appropriate knowledge of subject;

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- Provides students with appropriate learning materials and expertise in assigned subject(s);
- Prepares course syllabi which motivate and engage students;
- Aligns learning activities with Departmental course outcomes;
- Evaluates student's performance based on course learning outcomes;
- Assists students as faculty advisor and holds office hours;
- Provides tutorial help to students;
- Serves on departmental, unit, and college committees;
- Provides as appropriate learning environment for students;
- Respond to students and provide students with assistance and guidance;
- Responsible for contributing to and maintaining an inclusive and collaborative College environment;
- Adheres to all College policies and follow the process as outlined in the Student Code of Conduct;
- Fulfills all duties as required in the FFECC Collective Bargaining Agreement.

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

Knowledge of academic discipline; ability to implement a variety of teaching strategies; use of instructional technology where appropriate; experience with computerized student record management; ability to develop educational programs; ability to teach effectively at the college level; initiative and resourcefulness; industrious and dependability; ability to work in a team and collaborative environment; 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 within the Academic Discipline or a closely related field as approved by Human Resources in conjunction with the Academic Unit and one of the following:

30 hours of advanced study in area of specialization and satisfactory evaluation of professional responsibilities or appropriate Master's Degree;

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Or

A professional certificate and satisfactory evaluation of professional responsibilities;

Or

Journeyman status in his/her profession determined by the application of equivalencies in the individual academic unit and satisfactory evaluation of professional responsibilities.\*

**SPECIAL REQUIREMENT(S):**

Experience in teaching at the College level preferred.

**\*EQUIVALENCIES:**

Equivalency of experience and significant professional achievement in lieu of the Baccalaureate (128 semester credit hours) or additional semester credit hours.

1. **APPLICABLE WORK EXPERIENCE:** Each year of full-time experience related to the Academic Discipline is equivalent to five (5) semester credit hours.
2. **APPLICABLE NON-COLLEGE TEACHING:** Each year of full-time experience is equivalent to five (5) semester credit hours.
3. **APPLICABLE COLLEGE TEACHING:** Each year of full-time experience is equivalent to six (6) semester credit hours. Every five (5) part-time contact hours is equivalent to one (1) semester credit hour.
4. **JOURNEYMAN CERTIFICATION:** The typical journeyman certification eligibility program

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requires four (4) years of full-time, progressive on-the-job training plus four (4) years of concurrent formal scholastic training at the rate of 36 weeks per year with four (4) hours of class work per week and six (6) hours of outside preparation per week. Each year of required full-time preparation (2000 on-the-job plus 360 total related) is equivalent to 13 semester credit hours, and each year of subsequent full-time practice is equivalent to five (5) semester credit hours.

5. **PROFESSIONAL LICENSURE:** The typical professional licensure eligibility program requires two (2) years of formal scholastic training at the rate of 30 weeks per year with 18 or 22 hours of class work per week and 26 to 30 hours of outside preparation per week, or 1440 hours of professionally supervised laboratory and/or clinical work experience. Each year of required full-time preparation (1440 hours total) is equivalent to 32 semester credit hours, and each year of subsequent full-time practice is equivalent to five (5) semester credit hours.

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

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

***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.***

**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,

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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

6205 Main Street

Williamsville, NY 14221

(716) 270-5735

*For further information on notice of non-discrimination, please contact:*

New York Office

United States Department of Education

Office for Civil Rights, 32 Old Slip 26th Floor,

New York, N.Y., 10005-25010;

Tel (646) 428-3800; Email: [OCR.NewYork@ed.gov](mailto:OCR.NewYork@ed.gov).



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**Contact Information**

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

**Contact**

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