

**Adjunct, Civil Litigation Paralegal  
Austin Community College**

Direct Link: <https://www.AcademicKeys.com/r?job=257206>

Downloaded On: May. 21, 2025 8:36am

Posted May 20, 2025, set to expire Nov. 29, 2025

**Job Title** Adjunct, Civil Litigation Paralegal  
**Department** Law  
**Institution** Austin Community College  
Austin, Texas

**Date Posted** May 20, 2025

**Application Deadline** Open until filled  
**Position Start Date** Available immediately

**Job Categories** Adjunct Professor

**Academic Field(s)** Law

**Apply Online Here** <https://apptrkr.com/6239725>

**Apply By Email**

**Job Description**

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**Adjunct, Civil Litigation Paralegal**

**Austin Community College**

**Job Posting Closing Times:** Job postings are removed from advertising at **12:00 A.M.** on the closing date e.g., at midnight on the day before the closing date.

Austin Community College employees are required to maintain a domicile in the State of Texas while working for the college and throughout the duration of employment. [-AR 4.0300.01](#)

[If you are a current Austin Community College employee, please click this link to apply through your Workday account.](#)

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Austin Community College is a public two-year institution that serves a multicultural population of approximately 41,000 credit students each Fall and Spring semester. We embrace our identity as a community college, as reflected in our mission statement. We promote student success and community development by providing affordable access, through traditional and distance learning modes, to higher education and workforce training, including appropriate applied baccalaureate degrees, in our service area.

As a community college committed to our mission, we seek to recruit and retain a workforce that:

- Values intellectual curiosity and innovative teaching
- Is attracted by the college's mission to promote equitable access to educational opportunities
- Cares about student success and collaborates on strategies to facilitate success for populations including; first generation college students, low-income students, and students from underserved communities.
- Focused on student academic achievement and postgraduate outcomes
- Welcomes difference and models respectful interaction with others
- Engages with the community both within and outside of ACC

### **Job Posting Title:**

Adjunct, Civil Litigation Paralegal

### **Job Description Summary:**

Responsible to prepare and deliver Civil Litigation Paralegal coursework in engaging, innovative, and discipline-appropriate ways that reflect a commitment to success, an understanding of culturally responsive teaching, and knowledge of the teaching field. Program courses taught in-person and using a variety of distance learning modalities. Meets professional standards for faculty in accordance with college policies and procedures.

### **Job Description:**

Austin Community College's Legal Paralegal Program is a night/Saturday program designed to prepare the student to function as a paralegal (legal assistant) in a law firm or the law department of a government agency or corporation. Topics include family law, real property, wills and trusts, civil litigation, and legal writing.

### **Principal Responsibilities and Duties**

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- Prepare and teach courses in the field of Paralegal Studies to a multicultural student population based on the department's approved course learning outcomes, utilizing a variety of instructional strategies appropriate to the needs of community college students and the standards of the discipline.
- Evaluate student progress and provide clear, timely feedback reflecting program learning outcomes and departmental expectations.
- Provide teaching and mentoring services to students in a manner which does not discriminate based on race, color, religion, sex, sexual orientation, gender identity, national origin, disability, age, protected veteran status, political affiliation, or other protected categories.
- Remain current in the field through a variety of professional development activities.
- Perform other related tasks as assigned by the department chair, dean, and/or associate vice chancellor, vice chancellor, executive vice chancellor.

**Technology**

- Demonstrated proficiency using computer applications, online resources, and other technologies for the classroom.
- Demonstrated proficiency using an online learning management system such as Blackboard to develop and build course content and perform administrative duties (posting office hours, syllabi, etc.)

**Principal Professional Standards**

- Appropriate use of the college's learning management system.
- Meet deadlines for attendance certification and submission of final course grades.
- Participate in graduation, general assembly, and other official college functions.
- Maintain regular office hours to assist students and improve student retention and success.
- Attend and participate in collegewide, campus, department, or other activities and meetings.
- Recognize and reflect standards of civility and collegiality in all interactions.
- Comply with published college policies and procedures and meet professional standards for teaching in a community college.

**Required Education**

Educational requirements in accordance with SACSCOC accreditation standards. No substitution for educational requirements.

- Must possess a J.D. and be licensed to practice law in Texas.

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**Required Work Experience**

- Must have at least three years of litigation experience in both Texas state and federal courts.
- Must have at least three year of experience managing paralegals.

**Preferred Work Experience**

- Ten years of litigation experience in both Texas state and federal courts.
- Five years of experience managing paralegals.

**Other Requirements**

- Must be available to teach evenings.

**Application Requirements**

1. Upload the following documents to your application:

- Unofficial/copy of transcripts
- Updated Curriculum Vitae (C.V.) or Resume
- Cover letter - explaining interest in the position

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2. Request official electronic transcripts to be sent directly from the institution to [hrtranscripts@austincc.edu](mailto:hrtranscripts@austincc.edu). This email address must be entered as the recipient. Please do not select "Austin Community College" from a menu. It will not be received by ACC Human Resources. If you need assistance, please contact your university's registrar's office. If official electronic transcripts are not an option, a hardcopy can be mailed to the following address:

ACC Human Resources

Attn: Prisca M. Baker

6101 Highland Campus Dr., Bldg 3000, Suite 3.2224

Austin, TX 78752

**Photocopies of transcripts or transcripts stamped "issued to student" are not accepted.**

**Working Conditions**

- Work is routinely performed in a classroom or laboratory setting.
- Subject to standing, walking, sitting, and reaching for extended periods of time.
- Work safely and follow safety rules. Report unsafe working conditions and behavior. Take reasonable and prudent actions to prevent others from engaging in unsafe practices.

**Number of Openings:**

1

**Job Posting Close Date:**

August 31, 2025

**Clery Act**

As required by the US Department of Education, employees are required to report violations under Title IX and, under the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act (Clery Act), select individuals are required to report crimes. If this position is identified as a Campus Security Authority (Clery Act), you will be notified, trained, and provided resources for reporting.

**Disclaimer**

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The above description is an overview of the job. It is not intended to be an all-inclusive list of duties and responsibilities of the job, nor is it an all-inclusive list of the skills and abilities required to do the job. Duties and responsibilities may change with business needs. ACC reserves the right to add, change, amend, or delete portions of this job description at any time, with or without notice. Employees may be required to perform other duties as requested, directed, or assigned. In addition, reasonable accommodations may be made by ACC at its discretion to enable individuals with disabilities to perform essential functions of the job.

**To apply, please visit: [https://austincc.wd1.myworkdayjobs.com/en-US/External/job/Rio-Grande-Campus/Adjunct--Civil-Litigation-Paralegal\\_R-7728](https://austincc.wd1.myworkdayjobs.com/en-US/External/job/Rio-Grande-Campus/Adjunct--Civil-Litigation-Paralegal_R-7728)**

**Contact Information**

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

**Contact**

Law

Austin Community College

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