

Paralegal Studies Faculty, Part-Time
Community College of Philadelphia

Direct Link: <https://www.AcademicKeys.com/r?job=260788>

Downloaded On: Aug. 6, 2025 10:55am

Posted Aug. 5, 2025, set to expire Dec. 4, 2025

Job Title Paralegal Studies Faculty, Part-Time
Department All Jobs
Institution Community College of Philadelphia
Philadelphia, Pennsylvania

Date Posted Aug. 5, 2025

Application Deadline Open until filled

Position Start Date Available immediately

Job Categories Lecturer/Instructor
Adjunct Professor

Academic Field(s) Law

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Job Description

Posting Details

Position Information

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Requisition Number: FAC00454

General Description

The Department of Social Science invites applications for part-time positions in Paralegal Studies for upcoming academic years (Adjunct Faculty Pool). Community College of Philadelphia Paralegal Studies program, approved by the American Bar Association, prepares students for navigating the field of law, including legal research and writing, legal documentation, legal analytical skills and developing client relationships. The program trains students to work as entry-level paralegals. Note that paralegals may not provide legal services directly to the public, except as permitted by law. The program also offers a range of optional activities for students, such as internships, guest lectures and field trips, guidance in developing job interview skills and résumés, job placement assistance, and student clubs and newsletters. The ideal faculty candidate will have a Juris Doctor Degree from an ABA-accredited law school, experience working as or supervising paralegals, active license to practice law and experience in the practice of law and prior teaching at the secondary or post-secondary level.

College Intro

Community College of Philadelphia is an open-admission, predominantly Black institution and a minority-serving institution which provides access to higher education for all who may benefit. CCP's Strategic Plan affirms the College's long-standing commitment to quality, access, affordability and upward mobility while including an emphasis on diversity, equity and inclusion. This plan firmly plants student success at the center of all efforts, establishing the means for each student to achieve their goals.

Teaching faculty are an integral part of the larger Academic and Student Success Division at CCP including Workforce Development or Career Training. The Academic and Student Success Division is a community of learners committed to student success as demonstrated through equitable and measurable outcomes, innovative practices, relevant curriculum, quality learning, and a rewarding student experience. As a minority-serving institution, CCP faculty contribute significantly to our collective efforts to improve student success and eliminate racial equity gaps through the utilization of inclusive and high-quality teaching practices.

Specific Responsibilities

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This position will require course and program assessment, and curricular and course review and development.

- Demonstrate a sense of connection and responsibility for helping the College to achieve success through a commitment to its mission, vision, and values.
- Create learning opportunities for students inside and outside of the classroom including opportunities to teach dual-enrollment high school students.
- Communicate effectively, share vision, focus on people, initiate positive change, value differences and foster collaboration. Work with and inspire others to achieve college, department, and individual success. Proactively identify/address problems.
- Establish an inclusive environment in the classroom. Demonstrate an understanding of, and sensitivity to, the diverse academic, socioeconomic, cultural, and ethnic backgrounds of the College's faculty, staff and students.
- Participation in continual assessment and course updates to ensure excellence in meeting program and student learning outcomes.
- Strive for excellence in teaching, applying best practices in field of discipline, and modeling behaviors that encourage student success and retention. Utilize innovative teaching strategies and technologies for online learning and other technology tools to meet the learning needs of a diverse student population.
- Commitment to professional learning and growth, student mentoring, service, the use of technology, and developments within the field of discipline, and development related to teaching and student success.

Minimum Qualifications

- Juris Doctor Degree from an ABA-accredited law school, and experience working as OR supervising paralegals.
- Active license to practice law and experience in the practice of law.
- Willingness and availability to teach in-person courses on Main Campus.
- Experience teaching at the secondary or post-secondary level.
- Respect for Diversity: Establish an inclusive environment in the classroom. Demonstrate an understanding of, and sensitivity to, the diverse academic, socioeconomic, cultural, and ethnic backgrounds of the College's faculty, staff and students.

Preferred Qualifications

- Experience teaching paralegal studies at an ABA-approved program.

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- Experience teaching law or paralegal studies at an urban and/or community college.
- Experience with legal technologies including LexisNexis, Westlaw, e-discovery software, case and practice management software, and other widely used legal software and office management tools.
- Experience with course/curriculum development.
- Current license to practice law in Pennsylvania.
- Demonstrated experience teaching diverse student populations and addressing equity gaps.
- Bilingual or other language proficiency.

Work Location: Main Campus

Benefits Summary

Adjuncts and Visiting Lecturers are eligible to receive contributions from the College towards health insurance premiums. Visiting Lecturers are entitled to fully paid benefits through the College. Adjunct faculty may either: elect coverage offered by the College and pay a portion of the premiums, or be reimbursed, up to the amount contributed by the College, for premiums paid for plans obtained elsewhere.

More information about part time faculty benefits can be found at: <https://www.myccp.online/human-resources/adjunct-visiting-lecturer-benefits>

Salary Grade or Rank: Adjunct Faculty

Position Type: Faculty

Employment Status: Part-Time

Special Instructions to Applicants

Interested candidates should complete an online application.

- Cover Letter of interest and resume required.
- Name and contact information of 3 references required.
- Employment offers are contingent upon successful completion of background checks in accordance with PA Child Protective Services Law.
- Must be legally eligible to work in the U.S.

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Community College of Philadelphia is an equal opportunity employer and does not discriminate on the basis of race, sex, sexual orientation, gender identity, religion, color, national or ethnic origin, age, disability, status as a Vietnam Era Veteran or disabled veteran or any other status protected by law, in matters pertaining to employment.

Supplemental Questions

Required fields are indicated with an asterisk (*).

1. * How did you hear about Community College of Philadelphia?
 - CareerBuilder.com
 - HigherEdJobs.com
 - LinkedIn
 - The Chronicle
 - Veterans Job Fair
 - Professional & Technology Diversity Career Fair
 - AL DIA - Diversity Career Fair
 - Community College of Philadelphia Website
 - Indeed.com
 - Other
2. If your answer to the above question is Other, please note the source below. If this question does not apply to you, enter N/A.

(Open Ended Question)

3. * Do you have a Juris Doctor Degree from an ABA-accredited law school, and experience working as or supervising paralegals?
 - Yes
 - No
4. * Do you have an active license to practice law and experience in the practice of law?
 - Yes
 - No
5. * Do you have experience teaching at the secondary or post-secondary level?
 - Yes
 - No
6. * Do you have experience teaching paralegal studies at an ABA approved program?

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- Yes
 - No
- 7. * Do you have experience teaching law or paralegal studies at an urban and/or community college?
 - Yes
 - No
- 8. * Do you have experience with legal technologies and experience with course/curriculum development?
 - Yes
 - No
- 9. * Are you available to teach in-person on Main Campus?
 - Yes
 - No

Documents Needed to Apply

Required Documents

1. Resume
2. Curriculum Vitae
3. Cover Letter/Letter of Application
4. References

Optional Documents

1. Teaching Philosophy
2. Writing Sample
3. Unofficial Transcripts
4. Letters of Recommendation
5. Other Document (See Special Instructions to Applicant)

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Contact Information

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

Contact Abby Ametrano Aametrano@ccp.edu
All Jobs
Community College of Philadelphia

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