



Paralegal Professor

F00040

WHY WORK AT SPSCC?

The College embraces the diversity of our changing community and strives to reflect that diversity in our staff, faculty and student body. We cultivate an inclusive environment on campus while ensuring respect for all. Candidates representing all aspects of diversity are encouraged to apply.

MISSION AND VISION

South Puget Sound Community College's mission is to support student success in postsecondary academic transfer and workforce education that responds to the needs of the South Sound region. South Puget Sound Community College supports student success and builds prosperity by collaborating with leaders in industry, education, and our community to offer innovative, accessible, and affordable learning experiences. We employ devoted people who mirror the diversity of our community and contribute to an inclusive, welcoming environment. By investing in the creativity of our staff and faculty, we construct clear and compelling pathways that lead our students to successful outcomes on their educational journeys. We are fiscally strong and our mindful use of technology embedded in purposeful instruction helps students persist and achieve their academic goals. Our graduating class reflects the community we serve, and our students successfully transition from higher learning into the leaders and innovators of tomorrow.

SPSCC OFFERS

A benefit package including medical, dental, vision, life insurance, long-term disability,

Position type

Faculty, Full time Tenure Track

Salary

\$52,020.00 per contract year (177 days)

Opens

June 14, 2017

Closes

Priority screening July 20, 2017;
Open until filled

Location

[Main Campus; Olympia, WA](#)

South Puget Sound Community College seeks candidates for the 2017-2018 academic year to fill a full-time tenure track Professor of Paralegal Studies position. This position will begin effective September 11, 2017.

Successful candidates will possess the interest, skills and abilities to help college teams lead the state in innovative and collaborative learning experiences designed to optimize student success. Candidates will be able to or have interest in learning how to:

- Place student success at the center of all decision-making.
- Engage with students, faculty, staff and administrators to create a community of learners.
- Seek opportunities for teaching and learning excellence.
- Embrace change, risk-taking and innovation.
- Respect the richness of diverse cultural values, beliefs and practices of others.
- Contribute to the technical and general education of students who will apply learning to the world of work and transfer their education to a university.

ESSENTIAL FUNCTIONS AND DUTIES

Faculty members will work with other faculty, staff, and administrators to:

- Craft contextualized and integrated learning experiences to meet stated student learning outcomes at the course, program and college-level.
- Create and facilitate authentic integrated learning experiences in the areas of paralegal studies so that students can apply their learning to the world of work and in relation to identified college pathways that are linked to career goals.
- Create authentic assessments of students' knowledge, skills, and abilities in the paralegal discipline and program area.
- Apply multiple teaching and learning strategies that promote the affective, cognitive and kinesthetic domains of learning.
- Use local, state, and national data and analytics to continuously improve strategies for student success.
- Advise students regarding academic pathways and the courses needed to reach each student's academic goals.
- Use a wide range of learning resources, tools and technologies to improve access and student success in higher education.
- Serve on committees that support the shared governance of the college.

retirement, and optional deferred compensation programs. For health benefit information go to [Washington Health Care Authority](#).

COMPENSATION

Your paycheck is part of your total compensation package, with a benefits package worth about 30% of your salary.

SICK LEAVE

This position will accrue 7 hours of sick leave per month.

CONDITIONS OF EMPLOYMENT

This position is in the bargaining unit represented by the South Puget Sound Federation of Teachers, AFT/AFL-CIO, Local 4603. The security agreement with the Federation requires that, within 30 days of employment, all full-time professors either become members of the Federation and pay dues or declare their status as non-member fee payers, who pay a representation fee equal to the periodic dues.

EQUAL OPPORTUNITY

EMPLOYER

South Puget Sound Community College is an equal opportunity/Affirmative Action employer and welcomes all qualified applicants. We strive to create a working environment that includes and respects cultural, racial, ethnic, sexual orientations and gender identity diversity. Women, racial and ethnic minorities, persons with disabilities, persons over 40 years of age, disabled and Vietnam era veterans and people of all sexual orientations and gender identities or any other legal protected status are encouraged to apply. SPSCC complies with the Americans with Disabilities Act. South Puget Sound Community College is a drug-free workplace. South Puget Sound Community College employs only U.S. citizens and aliens authorized to work in

MINIMUM QUALIFICATIONS:

- Earned Juris Doctorate (JD) degree
- Two (2) years' experience as an attorney in active practice, private sector or government agency.
- High comfort level with utilizing current law office technology.
- Demonstrated success in working collaboratively with other individuals, teams, committees, and departments.
- Demonstrated experience in working with people of diverse backgrounds, abilities, and needs.

PREFERRED QUALIFICATIONS:

- Experience teaching legal or paralegal courses in a college or university setting.
- Experience supervising paralegal or a legal assistant.
- Knowledge of American Bar Association program certification standards.
- Experience working with learning objectives and assessing student-learning outcomes.
- Evidence of excellence through teaching and learning evaluations
- Experience moving a paralegal program successfully through the American Bar Association certification process.
- Ability to create partnerships between the paralegal program and other agencies and institutions to further program effectiveness and student success.

SUPPLEMENTAL QUESTIONS

Please include responses to the following questions to be considered for this position, not to exceed three pages total.

1. Please describe your guiding principles as they relate to teaching and learning practices.
2. Describe 2-3 specific examples that illustrate your skills and competencies for supporting the academic success for the full breadth of college students.
3. Please describe how you will contribute to the diversity of this campus.

HOW TO APPLY

Interested candidates may apply by submitting the following items:

- [Completed SPSCC Employment Application](#)
- Letter of formal application that specifically addresses your ability to perform the responsibilities and essential functions described in this announcement.
- Resume of all educational and professional experience that demonstrates how you meet the minimum and any preferred qualifications.
- Responses to the 3 Supplemental Questions above.
- Copies of unofficial transcripts.

the United States. New employees must provide proof of identity and employment eligibility.

Send application materials via one of the delivery methods below- email is preferred:

E-mail: jobline@spscc.edu

Mail: Human Resource Office
South Puget Sound Community College
2011 Mottman Road SW
Olympia, WA 98512
Fax: (360) 596-5706