

PARALEGAL STUDIES INSTRUCTOR/PROGRAM HEAD
(POSITION NO. FO244)

J. Sargeant Reynolds Community College is the third largest community college in Virginia and offers a variety of academic programs and services to the residents of the City of Richmond and five nearby counties. Annually, our three campuses serve approximately 17,500 credit students and provide training for an additional 11,000 students through the Community College Workforce Alliance. During our 44-year history we have educated nearly 340,000 people in the Richmond area and 1 in 4 local working adults has attended Reynolds. Additional information is available at the College's Website: www.reynolds.edu.

Reynolds is seeking applicants who share in its commitment to students and teamwork. The College supports a culture of life-long learning, celebrating its diversity, and recruiting and retaining star quality employees. The position will be assigned to the School of Business, Parham Road Campus, 1651 E. Parham Road.

TYPE OF APPOINTMENT: Full-time nine-month teaching faculty-ranked appointment. Salary commensurate with education and experience of the applicant. Salary range: \$31,876 - \$102,279. Approximate maximum hiring salary: \$65,000.

QUALIFICATIONS REQUIRED: Bachelor's degree from an accredited college or university in a field related to Paralegal Studies. Minimum of two (2) years of occupational experience in the legal field, including experience as a paralegal or working with paralegals. Demonstrated ability to incorporate technology routinely into instructional and faculty responsibilities. Demonstrated ability to communicate effectively, both orally and in writing; and to work with a widely diverse faculty, staff, and student population. The selected candidate must be able to pass the college's pre-employment security screening.

QUALIFICATIONS PREFERRED: Juris Doctor or Master's degree in a related field. Demonstrated experience in curriculum development is preferred. Demonstrated experience with teaching distance education classes. Demonstrated ability to teach effectively and incorporate technology in both the classroom and online, including course development and student assessment.

POSITION RESPONSIBILITIES: The primary responsibility is teaching in the classroom and program management. Faculty loads are normally scheduled on an average of fifteen (15) credit hours per semester. Office hours, advising and collateral duty assignments are maintained. Teaching schedules may include day and evening classes, dual enrollment classes with local high schools, and multiple campus assignments. As the program head, this position will be responsible for building partnerships, overseeing curriculum, managing budgets, assessing student learning outcomes, collaborating with faculty, hiring and evaluating adjunct faculty, and working with the program advisory committee. This position is responsible for insuring ongoing American Bar Association compliance for approval of our college's paralegal studies program.

APPLICATION PROCESS: Application reviews will begin **JANUARY 20, 2017**. Applications will be accepted until the position is filled.

CONTACT INFORMATION: Emily Duncan, Recruitment Coordinator
Email: eduncan@reynolds.edu

To apply for this or any other Reynolds vacant position, please visit the Virginia Jobs website <https://virginiajobs.peopleadmin.com>. For full consideration, the cover letter, curriculum vitae, and unofficial undergraduate and graduate transcripts must be received with the online application. If you are invited for an interview, three current (within one year) letters of recommendation relevant to this position can be provided to the committee on the day of the interview, or must be received in the Office of Human Resources prior to the interview day. Official transcripts must be received in the Office of Human Resources prior to the first day of employment.