

JOB TITLE: Assistant Professor of Legal Studies and Paralegal Program Coordinator
DEPARTMENT/DIVISION: Social Sciences Division
REPORTS TO: Social Sciences Division Chair
CLASSIFICATION: Full-Time Faculty
APPLICATION DEADLINE: Until filled
COMPENSATION: \$40,000 annually



As an **Assistant Professor of Legal Studies and Paralegal Program Coordinator** with Seminole State College, you will receive:

- A comprehensive benefits package (including group health, dental, vision, life insurance and long-term disability) with a generous benefit allowance to offset the cost of insurance premiums.
 - A contribution of 7% of your salary to Oklahoma Teachers' Retirement System (TRS), paid for by SSC.
 - A tax-sheltered annuity where SSC contributes 3.5% of your annual salary after one year of successful employment.
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SEMINOLE STATE COLLEGE MISSION AND VALUES

- All employees will represent Seminole State College in the most positive manner with prospective, former, and current students, clients, suppliers, and the community we serve. Interacts effectively with a diverse group of faculty, staff, students, and other customers of our services, learns and uses operating practices of Seminole State College.
 - All employees will uphold the Mission Statement: Seminole State College empowers people for academic success, personal development, and lifelong learning.
 - All employees will perform job duties utilizing SSC's core values: Compassion, Opportunity, Respect, and Excellence.
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The Assistant Professor of Legal Studies and Paralegal Program Coordinator is a full-time faculty position within the Social Sciences Division. This position is responsible for providing high-quality instruction, promoting student engagement and academic success, and coordinating the Paralegal Associate of Applied Science degree program.

The faculty member delivers instruction in accordance with approved course syllabi, institutional policies, and academic standards while maintaining accurate student records and completing required assessments and grading in a timely manner. Teaching assignments may include daytime, evening, or weekend courses delivered in person or online, at on- and/or off-campus locations.

In addition to instructional responsibilities, the faculty member oversees the Paralegal Program, which includes twelve (12) Legal Studies courses. Program coordination responsibilities include curriculum development, student recruitment, professional networking, and participation in institutional committees and activities.

RESPONSIBILITIES

- Deliver engaging, effective instruction in assigned courses while demonstrating professionalism, subject matter expertise, and a commitment to student success.
- Participate in course development, syllabus preparation, curriculum review, and textbook selection in accordance with College standards.

- Maintain regularly scheduled office hours and provide timely academic support and consultation to students through in-person meetings and the College's learning management system (LMS).
 - Utilize the College's learning management system (LMS) to maintain course materials, communicate with students, and document attendance, grades, and other required academic information.
 - Coordinate the administration and ongoing development of the Paralegal Associate of Applied Science degree program, including curriculum planning, program recruitment, and professional networking.
 - Represent the College and Social Sciences Division through participation in institutional committees, community activities, and relevant professional organizations. Maintain active professional involvement and pursue opportunities for continued development, including attendance and presentations at professional conferences.
 - Maintain accurate academic records and submit grades, course-embedded assessments, and required reports within established deadlines.
 - Maintain the confidentiality of student, employee, and institutional information in accordance with applicable laws and College policies.
 - Perform other duties as assigned.
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KNOWLEDGE, SKILLS, ABILITIES

- Proficiency in Microsoft Office applications, particularly Word and PowerPoint.
 - Proficiency in learning management systems and instructional technologies.
 - Excellent written and verbal communication, interpersonal, organizational, and time-management skills.
 - Strong attention to detail and the ability to manage multiple responsibilities and deadlines.
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WORK ENVIRONMENT

- This is an on-campus position that may include both in-person and online teaching assignments. Remote work is not available.
 - The position requires a minimum 35-hour workweek and an annual teaching load of 30 credit hours.
 - Must maintain reliable communication with College personnel and students, including availability for emergency contact outside regularly scheduled work hours.
 - Faculty members are expected to maintain involvement in relevant professional organizations and are encouraged to attend and present at conferences and professional development events within their academic discipline.
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MINIMUM QUALIFICATIONS

- Master's degree with a minimum of 18 hours graduate-level coursework in Legal Studies, Political Science or a related field.
- Minimum of three (3) years of professional experience in the legal field, including law practice, the court system, or a corporate or government legal department.
- Valid driver's license.

Preference will be given to candidates who possess:

- Juris Doctor (J.D.) degree with professional experience as a practicing attorney.
- A minimum of three (3) years' teaching experience at the college or high school level.
- Experience with American Bar Association (ABA)-approved paralegal programs.
- Familiarity with National Association of Legal Assistants (NALA) paralegal certification requirements.

APPLY NOW

Send your cover letter, resume, three (3) professional letters of reference, and copies of all academic transcripts to hr@sscok.edu. Applications may also be mailed to Seminole State College, Attn: Human Resources, P.O. Box 351, Seminole, OK 74818.

Please note: Applicants must be currently authorized to work in the United States on a full-time basis without sponsorship now or in the future.

Seminole State College seeks to be an institution of unparalleled excellence, regarded by both internal and external constituents as a college whose quality is second-to-none, where employees and regents make a continual effort to meet the needs and exceed the expectations of our community and our students.

*Seminole State College participates in E-Verify.
The filling of this position is contingent on available funding.*