

TITLE: Paralegal Studies Instructor

DEPARTMENT/DIVISION: Social Sciences Division

REPORTS TO: Social Sciences Division Chair

CLASSIFICATION: Adjunct Faculty

POSITION SUMMARY

The position requires an associate's degree in paralegal studies and three to five years of professional experience as a paralegal. A bachelor's degree in a related field and NALA paralegal certification are desirable. Teaching assignments may include day, evening, and weekend courses. Adjunct positions are considered temporary, semester by semester assignments contingent upon need and the recommendation of the Social Sciences Division Chair.

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. All employees will interact effectively with a diverse group of faculty, staff, students, and other customers of our services, and they will learn and use operating practice 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.

PRINCIPLE DUTIES AND RESPONSIBILITIES

All employees will:

- Handle confidential information with tact and discretion.
- Follow Seminole State College Board Policy, SSC Procedures Manual, Faculty Handbook, Student Handbook, and divisional policies and procedures.
- Engage students in assigned courses while displaying professionalism, subject matter expertise, and teaching skills.
- Provide timely opportunities for student consultation through office hours and campus learning management system (LMS).
- Utilize the SSC LMS for each course including, but not limited to, the posting of syllabi, grades, attendance, and communication with students.
- Participate in syllabus construction, curriculum development, and textbook selection as assigned:
 - Utilize the adopted textbook(s) for each course assigned.
 - Utilize the division course syllabus, curriculum and materials when provided.
- Maintain accurate classroom records including syllabi, grades, and attendance.
- Submit required forms and reports such as course embedded assessment results and grades within the prescribed time frame.
- Represent the college and the division through participation in division, campus, community, and professional activities.
- Participate regularly in professional development activities including, but not limited to, Fall In-Service.
- Other duties as assigned.

OTHER DUTIES AND RESPONSIBILITIES

All employees will:

- Provide the division with current contact information (email and cell and/or home telephone).
- Respond to all email and voicemail in a timely manner.
- Assist in student recruitment.
- Communicate with Division Chair and Division Office Manager as soon as possible regarding class plans in your absence.
- Continue to develop skills and knowledge base through professional development.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED

- An associate's degree in paralegal studies and three years of professional experience as a paralegal are required. A bachelor's degree in a related field with five years of professional paralegal experience **or** NALA Certified Paralegal (CP) certification is desirable. Licensed attorneys holding a Juris Doctor are also desirable.
- Excellent legal research and writing skills are essential.
- Teaching experience at the college or high school level is preferred.
- Adjunct faculty should be knowledgeable in the use of Microsoft Office (proficient with PowerPoint and Word) and have a working knowledge of instructional technology (i.e. SmartBoard and LMS).
- Adjunct faculty must have a working home phone or cell phone with voice mail or email for instances in which the Division Chair or other administrators need to contact the faculty member beyond the scheduled work hours.

APPLICATION PROCEDURE:

Application review will begin immediately. Employment is subject to successful completion of a background check. The filling of this position is contingent upon the budget.

To apply, send a letter of application stating qualified areas of teaching, all academic transcripts, and a resumé with names and telephone numbers of three references to:

Seminole State College
ATTN: Human Resources
P.O. Box 351
Seminole, OK 74818

Email all documents to: HR@sscock.edu

or

*SSC in an EEO employer committed to multicultural diversity.
SSC participates in E-verify.*

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