

EMPLOYMENT OPPORTUNITY

LAKESHORE TECHNICAL COLLEGE DOES NOT DISCRIMINATE ON THE BASIS OF RACE, CREED, COLOR, NATIONAL ORIGIN, ANCESTRY, RELIGION, SEX, DISABILITY, AGE, SEXUAL ORIENTATION, GENETIC TESTING, LACK OF ENGLISH SKILLS, ARREST OR CONVICTION RECORD, POLITICAL AFFILIATION, VETERAN STATUS, PARENTAL STATUS, MARITAL STATUS, PREGNANCY OR OTHER PROTECTED CATEGORIES, IN ITS SERVICES, EMPLOYMENT, PROGRAMS, AND/OR EDUCATIONAL PROGRAMS AND ACTIVITIES, INCLUDING BUT NOT LIMITED TO ADMISSIONS, ACCESS AND PARTICIPATION. THE COLLEGE ATTEMPTS TO BE IN COMPLIANCE WITH ALL FEDERAL LAWS INCLUDING BUT NOT LIMITED TO TITLE IX & SECTION 504. INQUIRIES REGARDING NONDISCRIMINATION POLICIES ARE HANDLED BY THE EXECUTIVE DIRECTOR OF HUMAN RESOURCES/AFFIRMATIVE ACTION OFFICER, 1290 NORTH AVENUE, CLEVELAND WI 53015, PHONE 920.693.1139 OR 888.468.6582, EXT. 1139.

LAKESHORE TECHNICAL COLLEGE PROVIDES REASONABLE ACCOMMODATIONS TO ASSIST PERSONS WITH DISABILITIES TO ACCESS OR PARTICIPATE IN ITS PROGRAMS OR ACTIVITIES. PERSONS REQUIRING ACCOMMODATION TO ACCESS THE COLLEGE'S PROGRAMS, SERVICES, AND/OR EMPLOYMENT SHOULD CALL LTC AT 920.693.1000 OR 888.GO TO LTC (888.468.6582), OR TTY 711.

TELEPHONE: 1.888.GOTOLTC

WEBSITE: WWW.GOTOLTC.EDU

Job Title: Paralegal Program Adjunct Faculty
Division: Business, Technology, and Hospitality
Location: Lakeshore Technical College – Cleveland, Wisconsin
Salary: Per Adjunct Faculty Salary Schedule

Employment and Work Schedule: Start Date: Fall 2020
Weekday evenings – 6pm to 9pm
Two evening faculty meetings per academic year

NOTE: Adjunct Faculty positions are for specific classes only and do not imply any availability of full-time employment.

Job Description

Lakeshore Technical College seeks a part-time instructor who has a passion for teaching students Real Estate Law and Criminal Law in the Paralegal program. The successful candidate will be one who is willing to use innovative teaching techniques and technologies to create flexible learning environments, is committed to assessment and improvement of student learning, and the development of independent, lifelong learners.

Responsible for placing learning first and providing educational experiences for learners in various formats, schedules, and in various places in accordance with the mission of the college inclusive of: facilitating learning, assessing student performance as well as instruction and outcomes, developing and maintaining current/relevant course materials, and communicating with the community, other schools, the college, the division, and team members. Provide Five Star Service throughout all customer interactions.

Required Qualifications*

- Associate's degree or equivalency required with education or training preparing the individual for the occupational area being taught (Paralegal).
- Two years (4000 hours) of current occupational experience in the legal field.

Other Qualifications

- Two years (4000 hours) of teaching experience is desirable.
- Experience with computer assisted instruction and software.
- Working knowledge of PC software in a windows environment.
- Experience in delivering instruction by alternative methods such as instructional television or online.
- Possess excellent classroom delivery skills, which encourage success and participation on the part of the students.
- Must be innovative and able to collaborate with other staff for developing curriculum for classroom instruction.
- Must be well motivated and have a strong interest in contributing to the success of students and the College.
- Positive human relations and effective written and oral communication skills essential.
- Exemplify college values in all staff and student interactions, as well as services delivered.
- Ability to establish and maintain effective working relationships and relate successfully with staff, students, and citizens of diverse cultural, social or educational backgrounds.
- Fluent, bilingual individual is beneficial.

***Note: Meeting the minimum requirements does not guarantee an interview for a position.**

(Over...)

Employment Opportunity: Paralegal Program Adjunct Faculty

(Continued...)

Condition of Employment

- Employment conditional on completion of Background Information Disclosure (BID) and the results acceptable to the College.

Recruitment Period

Beginning: Tuesday, May 12, 2020

Closing: Until position is filled

Online Application Process

The LTC online employment application must be completed in its entirety to be considered for a position at Lakeshore Technical College.

To access the online application, visit www.gotoltc.edu, navigate to 'Just for You', click on 'Job Seekers', choose 'View Employment Opportunities', and click on 'Goto my profile' located in the upper right corner of the page to access or create a new account login and to apply for the position. For additional assistance, please contact Human Resources.