APPLICATION DEADLINE
This position will remain open through AUGUST 9, 2011. Applications may be screened throughout the year as instructional needs arise. All applications will be reviewed and applicants will be notified when screening is completed. It is the applicant’s responsibility to ensure that all application materials are received. Applicants who need special services or facilities due to disability in order to apply or interview for this position must notify Human Resources at the time of application or at least 72 hours prior to the closing date or the date of a scheduled interview.

SELECTION PROCESS
Application materials will be evaluated by a selection committee to determine which applicants qualifications, based on the information in the job announcement, best suit the needs of the District and the Department. The selection committee will conduct interviews, including a teaching demonstration, in order to determine which applicants best demonstrate the skill and knowledge required for the position. Successful candidates will be placed on an eligibility list for employment and will be contacted for employment opportunities based on the District’s needs.

For application/additional information:
Telephone: (562) 860-2451 x2284
Web Site: http://www.cerritos.edu
Human Resources Hours:
8:00 AM - 4:30 PM (Monday through Friday)

Equal Opportunity Employer
Applications are being accepted to develop a list of qualified candidates for possible part-time teaching assignments in the following subject area(s) in the Business Division:

**PARALEGAL**
(Legal Assisting)

**PROFILE**
The Law Department is one of the departments within the Business Education Division. The Paralegal program is a major component of the Law Department. This program has been American Bar approved continuously since 1986. It is one of the largest programs in the United States offering primarily traditional paralegal courses.

The Law Department offers a variety of opportunities for full-time faculty and part-time faculty to teach a broad scope of paralegal and business law course offerings. In addition, the department offers individuals an opportunity for personal growth and personal fulfillment. Successful candidates will be joining a dedicated team of both full-time and part-time faculty members who teach classes in legal computer technology, civil procedures, legal research, ethics, work experience, and various legal specialty courses.

Students with and A.A. degree or higher may chose a complete a paralegal certificate. Remaining students are candidates for the Associate in Arts degree in paralegal studies. Both options are ABA approved.

Successful candidates should be qualified to teach any course offered by the department in either paralegal or business law subjects.

**DUTIES & RESPONSIBILITIES**
A description of faculty duties and responsibilities may be found in Board Policy and Administrative Procedure 4005 and 5004. (www.cerritos.edu/board)

**QUALIFICATIONS**
**Required:**
- A JD or LLB degree from a California accredited law school, OR a JD or LLB degree from an ABA accredited law school in another state AND an active member of the California State Bar with at least 2 years of related work experience as an attorney; OR graduation from an ABA approved paralegal program AND a BA degree AND at least 2 years of related work experience as a paralegal after graduation form the ABA approved paralegal program. (All qualifying educational degrees/training must be from accredited colleges and/or universities.)

**Understanding, sensitivity, and commitment to meeting the needs of the diverse academic, socioeconomic, cultural, disability, and ethnic background of the student/community population.**

**Commitment to community college objectives of providing instruction for students whose abilities and interests cover a wide range.**

**Preferred:**
- Teaching experience at the community college level.
- Valid license to practice as an attorney in the state of California. Active member of the California Bar.
- Minimum of three years in the practice of law.

**CONDITIONS OF EMPLOYMENT**
- Salary is $48.83 per hour to start
- Assignments are contingent upon sufficient enrollment.
- Assignments include day and evening classes.
- Individuals who are offered employment shall be required to obtain fingerprints for a criminal history clearance through the State Department of Justice and remit the required fee for processing the fingerprints, produce an original social security card, and submit negative TB test results (must be within the past four years) before they are hired.
- Continued employment is contingent on funding.

**APPLICATION PROCEDURE**
*Interested applicants must submit:*
- Letter of application indicating how you meet each of the required qualifications for this position to include but not be limited to, information on the following:
  - Contributions to the profession
  - Related experience/accomplishments
  - Professional/personal development (Training, Workshops, Diversity Sensitivity Training, etc.)
- Understanding, sensitivity, and commitment to meeting the needs of the diverse academic, socioeconomic, cultural, disability, and ethnic background of the student/community population.
- Commitment to community college objectives of providing instruction for students whose abilities and interests cover a wide range.

**ALL ABOVE MATERIALS ARE TO BE SUBMITTED TO THE FOLLOWING ADDRESS:**

HUMAN RESOURCES
CERRITOS COLLEGE
11110 ALONDRA BLVD
NORWALK, CA 90650-6298

The District is strongly committed to achieving staff diversity and the principles of equal opportunity employment. The District encourages a diverse pool of applicants and does not discriminate on the basis of race, color, national origin, ancestry, sex, age, religion, marital status, disability, or sexual orientation in any of its policies, procedures or practices. In fact, the college encourages applications from all qualified people.