APPLICATION DEADLINE

This position will remain open through MARCH 27, 2015. 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 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 - 5:00 PM (Monday through Friday)

CERRITOS COLLEGE
11110 ALONDRA BLVD
NORWALK, CA 90650-6298

Equal Opportunity Employer

3/27/14

Cerritos College employs only individuals lawfully authorized to work in the United States. Cerritos College does not provide sponsorship for changes in immigration status for the purpose of employment in the United States. Offers of employment are contingent upon presentation of documents verifying the appointee’s identity and eligibility to work and completion of the required I-9 Form in accordance with the provisions of the Immigration Reform and Control Act of 1986 (Public Law 99-603).
The Paralegal Department is one of the departments within the Business, Humanities, and Social Sciences Division. The Paralegal program is a major component of the 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 Paralegal 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 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 an A.A. degree or higher may choose to complete a paralegal certificate. Students may also elect courses to earn an Associate of 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.

**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 from the ABA approved paralegal program. (All qualifying educational degrees/training must be from accredited colleges and/or universities.)
- Understanding of and sensitivity to meeting the needs of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of the student/community population.

**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 or within the last 60 days if not previously employed in a school district in California) 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 (workshops, diversity sensitivity training, etc.)
- Completed District Academic application form.
- Résumé of educational background and experience.
- Copies of all transcript(s) (need not be official) verifying all educational degree(s) and the date the degree was conferred. A foreign transcript must be evaluated by a NACES certified agency. The web site address is www.naces.org.
- Letter(s) of verification of professional/occupational related experience. Letter(s) must be on company letterhead and signed by the Human Resources or Payroll Department attesting dates of employment, title, and whether or not the employment was full-time (if employment was less than full-time, letter must include an accounting of the number of hours employed.)
- Letter(s) of recommendation addressing recent pertinent experience.

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

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

(www.cerritos.edu/board)