



SAVANNAH TECHNICAL COLLEGE

POSITION ANNOUNCEMENT

Position Paralegal Studies Department Head/Instructor

Savannah Technical College seeks a full-time Department Head/Instructor for the Paralegal Studies Department. The successful candidate will be based at the Savannah Campus but may be assigned to teach courses at any of the Savannah Technical College campus locations. The Paralegal Studies Department Head/Instructor will be responsible for the following duties (the list is not intended to be exhaustive).

- Manages the Paralegal Studies budget and inventory.
- Requests and maintains supplies and equipment and prepares required purchase requisitions.
- Develops the semester schedule of classes for the Paralegal Studies Department.
- Recruits, hires, supervises, supports, and evaluates departmental full-time and Adjunct Faculty members.
- Participates in college level, Technical College System of Georgia level, and national level accreditation and accountability functions.
- Maintains program certification requirements, as appropriate.
- Manages the recruitment, advisement, registration, retention, and job placement efforts for the Paralegal Studies Department.
- Meets with students, staff members and other educators to discuss students' instructional programs and other issues impacting the progress of the students.
- Evaluates students' progress in attaining goals and objectives.
- Prepares and maintains all required documentation and administrative reports.
- Prepares lesson plans for classroom and online instruction.
- Develops program and course outlines, goals and objectives.
- Maintains knowledge of current trends and developments in the field by attending staff development training, workshops, seminars and conferences and by reading professional literature in the related vocational field.
- Ensures safety and security requirements are met in the classroom/training area.
- Displays a high level of effort and commitment to performing work; operates effectively within the organizational structure; demonstrates trustworthiness and responsible behavior.

Minimum Qualifications: *Juris Doctorate* from a regionally accredited institution; documented excellent human-relations, interpersonal skills, verbal and written communication skills; and knowledge of the Microsoft Office Suite.

Preferred Qualifications: Admission to the Georgia Bar; teaching experience at the post secondary level; active participation in appropriate professional/occupational organizations.

Physical Demands: Work is typically performed in a classroom environment with intermittent sitting or walking in various settings. Must frequently lift and carry lightweight objects. Full range of hand and finger motion is required for data entry purposes. The ability to speak clearly is required. The ability to hear and understand at a normal conversational level is required.

Salary/Benefits: Salary is competitive and commensurate with education and work experience. Benefits include paid state holidays, annual and sick leave, and the State of Georgia Flexible Benefits package.

Application Deadline: For best consideration, applications should be received by **February 29, 2012**. Position considered open until filled. Candidates must pass a criminal background check. Applicants must submit a completed Savannah Technical College Employment Application, a cover letter, and a resume (incomplete submissions will not be considered). Applications may be downloaded at: www.savannahtech.edu. Please submit the completed application, cover letter and resume to:

Savannah Technical College
Human Resources Department
5717 White Bluff Road
Savannah, GA 31405-5521

POSITION CONTINGENT UPON FUNDING AND ALLOCATION OF POSITION.

All male applicants between the ages of 18 and 26 years of age must present proof of Selective Service Registration. Savannah Technical College is an equal opportunity employer and does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, veteran status, or citizenship status (except those special circumstances permitted or mandated by law). For compliance activities, contact Melissa Banks, Title IX and Equity Coordinator, Room A110 or 912.443.3388. Send written compliance related correspondence to Savannah Technical College, Attn: Melissa Banks, 5717 White Bluff Road, Savannah, GA 31405.

STC is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award the associate degree. Candidates may be required to submit a valid Driver's License, proof of insurability, and/or a driver's history report for positions involving state travel.

Note: No phone inquiries please. Due to the volume of applications received, we are unable to personally contact each applicant. If we are interested in scheduling an interview, a representative from our college will contact you.