POSITION:

Instructor, Paralegal Studies.

This is a full-time position, 40 hours per week.

SALARY:

Competitive salary including a state of Georgia benefits package.

JOB RESPONSIBILITIES:

Successful applicants will be responsible for overall classroom instruction for degree and diploma level paralegal courses to include preparing lesson plans, maintaining department guidelines and standards, evaluating students by assigning grades and interacting with other faculty and deans. This position will instruct students online but requires on campus work schedule. Position begins: Immediately. Campus Location is flexible.

MINIMUM QUALIFICATIONS:

* Juris Doctorate degree from a regionally accredited American Bar Association law school.
* Competent computer skills and the ability to use common software programs (i.e., Microsoft Word, Excel, PowerPoint, Outlook).
* Active participation in appropriate professional/occupational organizations.

PREFERRED QUALIFICATIONS:

* Teaching experience in secondary and/or postsecondary educational institution.

APPLICATION DEADLINE:

Open until filled. Initial screening/interviewing will begin as needed.

APPLICATION PROCEDURE:

Interested applicants should apply via CPTC’s Online Job Center at [CPTC Online Job Center](https://apps.bluefinhr.com/JC_CoastalPines/JobListings/joblistings.aspx). A cover letter with resume, two professional letters of recommendation and copies of transcript(s)/license(s)/certification(s) must be uploaded with the application. A criminal background check and a driver’s motor history report will be conducted prior to employment. Official transcripts are required upon hire.

For additional information, contact Katrina Howard, Human Resources Director at mailto:khoward@coastalpines.edu, or 912-427-5876.

As set forth in the student catalog, Coastal Pines Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, genetic information, veteran status, or citizenship status (except in those special circumstances permitted or mandated by law). The following persons have been designated to handle inquiries regarding CPTC nondiscrimination procedures:

**EEO/AA Coordinator**
Emily Harris, HR Coordinator
1701 Carswell Avenue
Waycross, GA 31503
(912)287-4098
eharris@coastalpines.edu

**EEO/AA Coordinator**
Katrina Howard, HR Director
1777 W. Cherry Street
Jesup, GA 31545
(912) 427-5876
khoward@coastalpines.edu