



**SWC**  
Sisseton Wahpeton College

**TITLE:** Paralegal Adjunct Instructor

**REPORTS TO:** Dean of Education

**STATUS:** Non-Exempt

**WORK SCHEDULE:** The assignment may include day, evening, weekend, and/or off-campus hours or online hours.

**SUPERVISES:** None (may occasionally supervise work-study students, if any are assigned).

### **SUMMARY**

As a faculty member, this position will perform instruction-related duties and responsibilities in accordance with the mission statement and policies and procedures of the College. The instructor will assume responsibility for the delivery of quality education that will ensure that maximum learning can take place and help students learn subject matter and skills that will contribute to their understanding of a specific subject.

### **Responsibilities and Duties**

Assist students who have problems with assignments, tests, grades, course content, career concerns, and other academic matters.

The acquisition of knowledge to improve level of understanding and sensitivity to the Dakota Culture as it relates to student's performance. Interact with faculty, staff, students, and community members to advance the College and promote Dakota values.

Regular reporting to the Dean of Education on students and curriculum matters.

Maintains accurate student records, attendance, emphasizing to students the importance of regular attendance and its relevance to satisfactory performance.

Develops and maintains curriculum in areas of instructional delivery. Be familiar with curriculum contents of the course.

Continuous effort to improve course content including the development and use of audio/multimedia, computer applications and other hands on activities as appropriate to the course. Prepares and updates course outlines for each course taught.

Developing and implementing a comprehensive curriculum that aligns with the state and national standards for paralegal education.

Delivering lectures on a variety of paralegal topics such as legal research, legal writing, civil litigation, criminal law, and ethics.

Keeping up-to-date with current legal affairs and changes in the law to ensure course content is relevant.

Coordinating with other legal professionals to facilitate guest lectures, workshops, or internships.

Utilizing different teaching methodologies to cater to diverse learning styles and needs.

Ensuring compliance with all institutional policies and procedures, as well as state and federal regulations related to paralegal education.

Complies with all College, Tribal, and Federal policies, regulations and laws that govern the College.

May attend faculty meetings.

May be required to assist with events.

Performs other duties as assigned.

#### **Minimum Qualifications**

- Must be a practicing attorney to teach this course or have 5 years experience as a paralegal & possess a bachelor's degree or minimum of a Bachelor's degree in Law with 5 years of experience (required).
- Previous teaching experience preferred.
- Planning, organizational, and time management skills.
- Ability to work as a team player.
- Proficient with office software, Microsoft Word, Excel, PowerPoint, etc.
- Proficient with office machinery.

#### **Other**

- Must have excellent verbal and written communication skills to coordinate with other departments, answer public inquiries, and interact with significant and influential individuals.
- Ability to maintain high levels of confidentiality
- Displays high standards of ethical conduct.
- Works with minimal supervision.
- Demonstrates responsible behavior and attention to detail.
- Exhibits honesty and integrity.