To apply, submit an employment application (click here for application), resume, and letter of interest to: Dean, College of Legal Studies
5301 S Highway 16
Rapid City, SD 57701

PROGRAM COORDINATOR FOR PARALEGAL
Position Description

Summary
The Program Coordinator for Paralegal reports on matters relating to teaching, advising students, curriculum development, program revisions, internship management, textbook selection, student learning outcomes assessment and other matters as assigned in accordance with the mission, core values, and purposes of the university.

Minimum Qualifications
The Program Coordinator for Paralegal must satisfy the following minimum qualifications:
1. Jurist doctorate degree; and
2. Minimum of five years of practical legal experience required; two years of teaching experience in higher education preferred.

Skills and Attributes
The Program Coordinator for Paralegal must possess the following skills and attributes: management and leadership skills; organizational and research skills; strong interpersonal and communication skills.

Essential Functions
The Program Coordinator for Paralegal performs the following essential functions:
1. Personnel
   A. Assists in interviewing and makes recommendations to the Academic Dean for hiring of Adjunct Faculty.
   B. Arranges for coverage of classes during own absences and emergency leaves.
   C. Promotes rapport within the department, campus and community.
2. Budgets
   A. Makes recommendations regarding equipment and software purchases and equipment maintenance contracts.
3. Administration
   A. Serves on various academic committees.
   B. Attends and participates in faculty meetings.
   C. Participates in accreditation reviews and reports.
   D. Coordinates program accreditation activities and self-study.
   E. Develops programs and revises curricular offerings.
   F. Develops and works with program advisory committees.
   G. Assists in publicizing and disseminating information about the program.
   H. Works with admissions in recruiting students.
   I. Coordinates program agreements with outside entities.
   J. Serves on Paralegal Assessment committee.
4. Advising
   A. Serves as the primary advisor for the department.
   B. Assists students with course scheduling and provides guidance in their academic and personal development.
   C. Approves student requests of and performs faculty oversight for internships, externships, and cooperative education.
   D. Reviews and submits requests for approval of independent studies to Academic Dean.
   E. Serves as primary advisor at orientations.

5. Curricula
   A. Submits suggestions for changes in master syllabi to Assessment Committee.
   B. Reviews projected course offering for the program on a quarterly basis and recommends needed revisions to Academic Dean.

6. Teaching Load
   A. Responsible for teaching up to four courses each quarter.

7. Performs other duties as assigned.

**Required Work Hours**
A minimum of forty hours per week, plus other hours as may be necessary to complete job duties. A combination of day, evening, and weekend hours is required.

**Reporting and Supervisory Responsibilities**
1. The Program Coordinator for Paralegal reports to the Academic Dean.
2. This position has no supervisory responsibilities.

**Physical Requirements**
The Program Coordinator for Paralegal must be able to speak, hear, see, write, type, dial, reach, and bend.

**Travel**
Periodic travel, including airline travel and overnight stays, may be required.