



PARALEGAL INSTRUCTOR/PROGRAM DIRECTOR
FULL-TIME FACULTY
Bargaining Unit Position

Eastern Gateway Community College invites applications for a full-time faculty position for its Paralegal program. The location of this position will be determined by the location of the successful candidate.

Eastern Gateway Community College offers a generous benefit package including medical, vision, dental, short term disability and long term disability, and life insurances as well as earned vacation and sick leave. The salary for this position is commensurate with the EGCCEA Collective Bargaining Agreement.

Essential Responsibilities of this position:

- This position will teach, assess, and develop courses in Paralegal studies and may be required to teach other related courses.
- Position requires excellent teaching skills and the ability to interact effectively with students in the classroom and as an academic advisor.
- Knowledge of curriculum, assessment and course and program development and experience using instructional technology is required.
- Ability to use a variety of instructional strategies to support and motivate students is expected.
- Applicants must be willing to teach day, evening or weekend classes.
- The position will also serve as Program Director.

Education and Experience:

- Required: Paralegal degree from an accredited college/university recognized by the US Department of Education or CHEA and a minimum of five years' work experience
- Preferred: Juris Doctorate from an accredited college/university recognized by the US Department of Education or CHEA and 2-3 years teaching experience and/or work experience.
- Preferred: Experience in online/distance education

Salary is based on the collective bargaining agreement for a 10-month contract, commensurate with experience and qualifications. Base salary does not include compensation for teaching

beyond a full-time schedule or for summer sessions. Additional compensation will be provided for such duties. Excellent paid benefits.

Resumes, along with the names, addresses and telephone numbers of at least five professional references, should be sent to:

James Miller, Esq.
Human Resources Department
Eastern Gateway Community College
4000 Sunset Boulevard
Steubenville, OH 43952

For those wishing to send their materials electronically, please send to jdmler@egcc.edu.

Internal applicants should include an employee ID number in their letter of intent.

Applications will be accepted until this position is filled.

EEO/AA/VET/DISABILITY

Eastern Gateway Community College does not discriminate on the basis of race, color, religion, ancestry, national origin, sex, age, disability, veteran status, military status, gender identity or expression, genetic information or sexual orientation. The College will promote equal opportunities to all employees, applicants for employment, students and student applicants for admission to the College through a positive and continuing affirmative action program. Eastern Gateway Community College will fully comply with all federal, state and local laws and regulations to guarantee equal opportunities. All contractors of this College will comply with existing federal and state regulations concerning equal employment opportunities and affirmative action. Eastern Gateway Community College is an equal opportunity institution.