San Francisco State Extended Learning invites applicants for an adjunct instructor position in the Paralegal Studies department for the fall 2018 semester beginning August 27, 2018 and ending December 20, 2018.

The department seeks individuals with a background in legal writing for the following course:

- **Legal Research & Writing**

The Paralegal Studies Certificate Program, an American Bar Association-approved program since 2001, provides practical legal skills and substantive law instruction crucial for success in the legal field. All coursework is taught at the upper-division level by attorneys and working paralegals.

**Qualifications:**

- Current California experience as a senior paralegal or as an attorney who has worked with paralegals
- 3 – 5 years of civil litigation experience
- Substantial legal research and writing experience
- Demonstrated ability to teach legal research, writing, and analysis
- Experience with software related to legal education a plus (e.g. Lexis, Westlaw)
- Previous teaching experience preferred, especially experience teaching adults with different backgrounds, experience, and learning styles

**Responsibilities:** The position requires instructors to

- Tailor a syllabus, creating lectures, discussions, exercises, assignment(s), and resources with the adult learner in mind
- Grade assignments, exams, and projects and provide feedback to students in a specific, respectful way
- Complete administrative duties including but not limited to taking roll, signing forms, submitting syllabi and materials, and responding to emails from staff and students
- Participate in biannual faculty meetings and other departmental events

All classes are taught at our Downtown Campus at 835 Market Street on the 6th floor.

This teaching assignment is for a full semester of 15 class sessions taught in the evening from 6:00 pm to 8:45 pm once a week.

**Rank and salary:** Salary will be at the current Instructor level.
**Application process:**

Submit letter of intent/interest and a current resume to Mali Kigasari, Interim Academic Director, at mkigasar@sfsu.edu. Position will remain open until filled.

San Francisco State University is a member of the California State University system and serves a diverse student body of 30,000 undergraduate and graduate students.

San Francisco State University is an Equal Opportunity Employer with a strong commitment to diversity. We welcome applicants of all ethnic, racial and gender identities, sexual orientations as well as people with disabilities. We particularly encourage those who may be from historically underrepresented groups.

A background check (including a criminal records check) must be completed satisfactorily before any candidate can be offered a position with the CSU. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current CSU employees who apply for the position.

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**About the College of Extended Learning:** [www.cel.sfsu.edu](http://www.cel.sfsu.edu)

**About the Paralegal Studies Program:** [www.cel.sfsu.edu/paralegal](http://www.cel.sfsu.edu/paralegal)

**Further information on program and courses:**

SF State Extended Learning offers a 30-academic-unit certificate program in paralegal studies, providing instruction in practical legal skills and substantive law. All coursework is taught at the upper-division level by attorneys and working paralegals. This program is approved by the American Bar Association.

The primary goal of the Paralegal Studies certificate program is to educate students for positions as paralegals as a means of improving the quality, accessibility, and affordability of legal services.

**Program Objectives**

- to provide students with an overview of the legal system and law practice
- to provide students with in-depth knowledge and skills to work in civil litigation
- to prepare students to perform legal research and to draft a variety of legal documents
- to teach students the rules and laws governing the conduct of paralegals and to help them internalize high ethical values and behavior
- to help students develop strong oral and written communication skills
- to provide students with the opportunity to learn the skills needed to function in one or more areas of practice other than litigation

**Course Description:**

**PLS 320 Legal Research & Writing**
In this comprehensive, basic legal research course, students are introduced to legal research materials and taught how to use the law library. Skills developed include using statutes, codes, cases, digests, citations, encyclopedias, legal periodicals and government documents; finding, reading and synthesizing cases and statutes; and preparing certain kinds of legal memoranda. Assignments emphasizing problem analysis, legal writing and legal research tools normally require at least six to eight hours per week in a law library. Demonstration and hands-on use of LexisNexis online database, and the Internet are included.