San Francisco State College of Extended Learning invites applicants for a part-time instructor position in the Paralegal Studies department beginning July 13, 2018.

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

- **Computer Applications in Law Practice**

The Paralegal Studies Certificate Program, the oldest American Bar Association-approved paralegal studies program in San Francisco, 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
- Minimum 5 years of civil litigation experience
- Proficiency with standard office software (MS Office Suite, Adobe Acrobat)
- Proficiency with litigation/practice management software (e.g. CaseMap, Concordance, Relativity, Box or One Drive, CLIO, Eclipse, etc.)
- Previous teaching experience preferred, especially experience teaching adults with different backgrounds, experience, and learning styles

**Responsibilities:** The position requires instructors to:

- Tailor a syllabus, create 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
- Occasionally answer staff questions about the subject matter

All classes are taught at our SF State 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 6:00pm to 8:45pm once a week.

**Salary:** Salary will be at the Instructor level.
Application process:
Submit letter of intent/interest and a current resume to Mali Kigasari, Interim Academic Director, at mkigasar@sfsu.edu. Positions 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.

About the College of Extended Learning: www.cel.sfsu.edu
About the Paralegal Studies Program: www.cel.sfsu.edu/paralegal

Further information on program and courses:
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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 430 Computer Applications in Law Practice
Platform: PC. This class is designed to provide students with a working knowledge of Microsoft™ Office as it is used in law practice, and hands-on experience with essential litigation and legal office management software applications. Students will learn to utilize Microsoft™ Office Suite to its full potential as a tool to prepare legal correspondence, spreadsheets, databases, and various other legal specific files. In addition to MS Word,
PowerPoint, Excel and Access, students will learn how to use: Concordance, Relativity, Box or One Drive, CLIO, Eclipse, etc. and construct case files that utilize California Judicial Council forms; use CaseMap to organize and explore the parties, documents and issues of a case; and analyze case facts using TimeMap. Students will also learn the strategies of effective Internet-based legal research. Class size limited to 24 students.

Prerequisites: basic computer skills, MS Office software, Internet access, and an Internet-based email account (e.g. Yahoo!, Hotmail, Gmail, etc.).

Note: This course may be taken concurrently with PLS 300 and 320.