San Francisco State College of Extended Learning invites applicants for an adjunct instructor position in the Paralegal Studies department beginning August 26 (fall 2019 semester).

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

- **Computer Applications in Law Practice**

The SF State Paralegal Studies Certificate Program 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
- Proficiency with standard office software (MS Office Suite, Adobe Acrobat)
- Proficiency with litigation/practice management software (e.g. Relativity, Clio, 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, 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
- Occasionally answering staff questions about the subject matter

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 Eduardo Cerpa, Program Specialist, at ecerpa@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.

Class size limited to 24 students

Prerequisites: basic computer skills, MS Office software, Internet access

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

This class is designed to give students a working knowledge of standard business applications used in the law office, and provide hands-on experience with essential litigation
and practice management software. Students will also learn the strategies of effective Internet-based legal research and become familiar with LexisNexis.