Definition of Class
This is a professional position in which the incumbent frequently exercises discretion and independent judgment in planning, developing, directing, and maintaining a high quality ABA accredited paralegal studies program. Incumbent reports to the Associate Director of Continuing Legal Education.

Examples of Work Performed
Develops and maintains a high quality ABA accredited paralegal studies program.

Selects adjunct faculty to teach paralegal classes. Insures that courses are offered based upon an approved course rotation schedule.

Evaluates student transcripts ensuring pre-requisites requirements are met. Advises and counsels prospective students. Ensures that student records are properly maintained.

Develops class plans and projects. Selects appropriate textbooks for paralegal classes. Evaluates student performance on assignments.

Promotes the Paralegal Studies Program through the use of advertising media.

Teaches 2 paralegal courses during both the fall and spring semesters and 1 paralegal class during the summer term.

Performs similar or related duties as assigned or required.

Essential Functions
These essential functions include, but are not limited to, the following. Additional essential functions may be identified and included by the hiring Department.

1. Plans, develops, directs, and maintains a high quality ABA accredited paralegal studies program.
2. Teaches paralegal courses and advises and counsels students in the program.
3. Recruits and selects adjunct faculty to teach paralegal classes.
4. Coordinates marketing and publicity efforts for the Paralegal Studies Program.

Minimum Qualifications
These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to The University of Mississippi’s Department of Human Resources in writing, identifying the related education and experience which demonstrates the candidate’s ability to perform all essential functions of the position.
Physical Requirements: These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements.

Physical Exertion: The incumbent may be required to lift up to approximately 25 pounds.

Vision: Requirements of this job include close vision.

Speaking/Hearing: Ability to give and receive information through speaking and listening.

Motor Coordination: While performing the duties of this job, the incumbent is frequently required to talk and hear; and use hands to finger, handle, or feel. The incumbent is periodically required to reach with hands and arms. The incumbent is occasionally required to stand; walk; and sit.

Experience/Educational Requirements:

Education:
Master’s Degree in Paralegal Studies or a related field from an accredited four-year college or university.

AND

Experience:
Two (2) year of experience related to the above described duties.

Interview Requirements
Any candidate who is called for an interview must notify the Department of Human Resources in writing of any reasonable accommodation needed prior to the date of the interview.

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