



UNIVERSITY OF ARKANSAS
PULASKI TECHNICAL COLLEGE

Employment Opportunities

Job Vacancy Announcement

PULASKI TECHNICAL COLLEGE
Full-Time FACULTY POSITION

Paralegal/Legal Secretary and Legal Environment of Business

Spring 2018

The University of Arkansas - Pulaski Technical College in North Little Rock, Arkansas is accepting applications for a Full-Time Faculty Position in our Business Department teaching Paralegal, Legal Secretary and Legal Environment of Business courses. This position will begin in January 2018 and requires a commitment to teaching in a dynamic community college setting and the ability to successfully interact and respond to the broad ranging needs of an academically and culturally diverse campus setting.

GENERAL RESPONSIBILITIES:

The candidate selected for this position will be expected to provide students with the appropriate course materials and adhere to course, program, and institutional learning outcomes in the preparation and delivery of instruction. The candidate is expected to be organized and prepared for classes, teach and test relevant content, and pace instruction and vary content delivery in order to match different learning styles. Also, prepared to provide frequent and timely feedback to students to maintain a positive learning environment. Must be willing to provide the content for your course in the Blackboard Learning Management System (LMS), and will be required to follow the department's assessment plan for your courses.

MINIMUM QUALIFICATIONS:

Juris Doctorate or Master's Degree in Business with emphasis in legal studies.

Preference will be given to individuals with experience teaching at a two-year college or other institution of higher education. Successful candidates must have the ability and willingness to use contemporary teaching techniques and have a sound background in technology using Word, Excel, PowerPoint.

Deadline:

Open Until Filled

Application Procedures:

Interested candidates should submit a University of Arkansas - Pulaski Technical College application, statement of teaching philosophy, resume, list of three references and unofficial copies of graduate transcripts to: UA - Pulaski Technical College Office of Human Resources 3000 West Scenic Drive North Little Rock, Arkansas 72118.

http://www.uaptc.edu/employment_opportunities

AA/EOE