



Paralegal Studies Program Coordinator

Business and Social Science

JOB SUMMARY

The Paralegal Studies Program Coordinator actively directs student and faculty recruitment, teaching and curriculum development efforts and overall development of the relevant program. The program director is responsible for the daily operations of the program.

MAJOR DUTIES

- Planning and developing the program.
- Organizing and administering the program.
- Developing and designing program curriculum.
- Scheduling courses for academic terms.
- Reviewing the program on continuous basis.
- Evaluating and directing program faculty.
- Developing professional affiliations.
- Planning, implementing, and monitoring the program budget.
- Performing quality improvement activities to enhance program effectiveness.
- Recruiting and retaining students through graduation.
- Supervision of program faculty members.
- Perform duties as assigned by the Dean.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of the field of paralegal studies.
- Knowledge of program accreditation requirements.
- Knowledge of program assessment and strategic planning strategies.
- Knowledge of college program requirements.
- Knowledge of classroom practices, teaching methodologies, assessment systems, and educational technology.
- Skill to make timely decisions.
- Skill in the operation of computers and job related software programs.
- Skill in decision making and problem solving.
- Skill in interpersonal relations and in dealing with the public.
- Skill in oral and written communication.

SUPERVISORY CONTROLS

The Dean assigns work in terms of program goals and objectives. The supervisor reviews work through conferences, reports, and observation of program activities.

GUIDELINES

Guidelines include college policies and procedures; University System of Georgia policies and procedures; SACS and other accreditation standards and requirements; faculty, staff and student handbooks; the Code of Ethics of the National Association of Social Workers; and relevant state and federal regulations. These guidelines require

judgment, selection and interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of varied management, counseling and instructional duties. The variety of tasks to be managed combined with the need to respond to unforeseen emergencies contributes to the complexity of the position.
- The purpose of this position is to instruct courses, provide counseling services, and manage the operations of the Paralegal Studies program. Success in this position contributes to the successful education of students and to compliance with accreditation standards.

CONTACTS

- Contacts are typically with co-workers, other college personnel, faculty, staff, students, representatives of other colleges and universities, alumni, representatives of community services providers, representatives of the accrediting bodies, and members of the general public.
- Contacts are typically to give or exchange information, to resolve problems, to motivate or influence persons, or to justify, defend or settle matters.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table or while intermittently sitting, standing, walking or stooping.
- The work is typically performed in an office or classroom.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

This position has direct supervision over program faculty members.

MINIMUM QUALIFICATIONS

- Knowledge and level of competency commonly associated with the completion of a Juris Doctor or Master's degree in a course of study in related field; Doctorate preferred.
- Experience sufficient to thoroughly understand the diverse objectives and functions of the subunits in the division/department in order to direct and coordinate work within the division/department, usually interpreted to require three to five years of related experience.