



## **Program Director for Legal Studies**

College of Saint Mary in Omaha, Nebraska, seeks a Program Director for the Legal Studies Program. The Legal Studies Program offers an Associate's degree, Bachelor's degree, and a post-baccalaureate certificate. The Program Director reports directly to the Associate Dean for Arts, Sciences and Professional Studies.

This is a 10-month appointment, which begins August 1, 2020.

**REQUIRED QUALIFICATIONS:** The successful candidate must hold a juris doctorate from an ABA accredited law school; must have an active law license and be in good standing with the state bar association; must be eligible for appointment at the rank of Assistant Professor, Associate Professor, or Professor. The candidate must also have experience working with paralegals and knowledge about the paralegal profession.

**PREFERRED QUALIFICATIONS:** Experience as a program director or instructor in a legal studies program is highly preferred.

### **PRIMARY DUTIES**

- **TEACHING:** teaches 12 credit hours per academic year; performs duties of a CSM faculty member as identified in the CSM Faculty Handbook;
- **ADVISING:** Advises legal studies majors; reviews graduation audits prepared by Registrar;
- **ADMINISTRATIVE DUTIES:** Ensures the program remains accredited by the ABA by fulfilling the accreditation requirements; hires and evaluates adjunct faculty; internship oversight; class scheduling; writes program assessment report; conducts meetings of adjunct faculty, the advisory Board, and the Student Paralegal Association; reviews syllabi, curricula, and courses.

### **Application:**

Please apply using the following link. Please have a letter of application, current curriculum vitae and contact information for three professional references ready to upload during the process.

[Application: Program Director for Legal Studies](#)

A background check (including a criminal records check) must be completed satisfactorily before any candidate can be offered a position with CSM. Finalists will also be required to submit official transcripts. Review of applications will continue until the position is filled.

*College of Saint Mary is a Catholic university providing access to education for women in an environment that calls forth potential and fosters leadership. The University is an equal employment opportunity employer and does not discriminate against employees or job applicants on the basis of race, religion, color, sex, age, national origin, disability, veteran status, marital status or any other status or condition protected by applicable laws, except where a bona fide occupational qualification applies.*