PARALEGAL INSTRUCTORS  
(PART-TIME)

Reynolds is seeking applicants who share in its commitment to students and teamwork. The College supports a culture of life-long learning, celebrating its diversity, and recruiting and retaining star quality employees. We are currently seeking adjunct instructors to teach classes in Paralegal Studies with a concentration in Bankruptcy.

QUALIFICATIONS REQUIRED: Bachelor’s degree in the teaching field or Associate’s degree with demonstrated competency in teaching field. A minimum of two years’ experience working with bankruptcy cases. The selected candidate must be able to successfully pass the college's pre-employment security screening.

QUALIFICATIONS PREFERRED: Master’s degree in legal studies. Knowledge of instructional technology applications, such as the Blackboard learning management system. Related occupational experience or teaching experience in one or more college level courses including occupational-technical, community college or university-college transfer is recommended. Demonstrated skill in course development. Demonstrated ability to communicate effectively, both orally and in writing. Demonstrated ability to work with a diverse population of faculty, staff and students.

Salary commensurate with the education and experience of the applicant.

For further information please contact Susan Brewer, in the School of Business, at (804-523-5605) or sbrewer@reynolds.edu.

Please send a completed Commonwealth of Virginia employment application*, resume, official academic transcripts, and three current letters of recommendation to:

Susan Brewer  
Program Head, Paralegal Studies  
School of Business  
Reynolds Community College  
P.O Box 85622  
Richmond, Virginia 23285-5622  
PH: (804) 523-5605   Fax: (804) 523-5684

*Please visit the Virginia Jobs website [http://jobs.virginia.gov/](http://jobs.virginia.gov/) in order to complete the Commonwealth of Virginia employment application. Once completed, please print and include with the resume, official academic transcripts, and three current letters of recommendation.

*J. Sargeant Reynolds Community College does not discriminate on the basis of age, color, disability, family medical history or genetic information, military service, national origin, parental status, political affiliation, race, religion, sex (including pregnancy and gender identity), sexual orientation, or any other non-merit based factor in its employment opportunities, programs, services, and activities. Employment-related inquiries regarding the college’s nondiscrimination policy should be addressed to: EEO Officer, EEO@Reynolds.edu, (804) 523-5877.*