Practising Law Institute

SECI Contract Workshop Instructor

Practising Law Institute ("PLI") is seeking a SECI Contract Workshop Instructor for its robust, Manhattan-based team. PLI’s array of world-class legal education programs and services continues to grow, as does PLI’s client base of prestigious law firms and Fortune 500 companies. It is an exciting time to join our dynamic team!

For over 80 years PLI has been the “gold standard” leader in continuing legal and professional business training education. With 250 employees in New York City and San Francisco, PLI holds over 400 live programs each year in state-of-the-art conference centers throughout the U.S. and abroad. Recent international seminar locations include London, Hong Kong and Brazil.

In addition to hosting innovative live programs, PLI streams webcasts and offers on-demand programs for thousands of participants each day. PLI publishes a range of legal Course Handbooks, has an award-winning eBook library, offers the nation’s leading preparation course for the Patent Office’s Registration Exam, and provides SEC compliance and accounting training through its SEC Institute. The organization also develops unique, inventive ways of learning through its Interactive Learning Center, and is deeply committed to the pro bono community, and public interest organizations.

SUMMARY

The SEC Institute, a leader in SEC compliance education for over 30 years, has a position for a Contract Workshop Instructor to teach and conduct workshops on various SEC reporting and accounting topics relevant to SEC reporting professionals. The Workshop Instructor will possess an in-depth expertise in one or more of the following workshop areas:

- SEC Reporting Skills
- SEC Reporting and Practice Skills for Lawyers
- Form 10-K In-Depth
- MD&A In-Depth
- SEC, FASB and PCAOB Update for SEC Reporting Professionals
- Implementing the New FASB Revenue Recognition Standard
- Debt versus Equity Accounting for Complex Financial Instruments
KEY RESPONSIBILITIES

- Workshop Instructors are to teach and conduct workshops in one or more of the following areas: SEC reporting; Form 10-K; MD&A; SEC, FASB and PCAOB update; the FASB Revenue Recognition Standard; and debt versus equity accounting for complex financial instruments.

- Workshop Instructors must have the ability to travel to the designated workshop location and must be comfortable teaching in a classroom setting. Workshops are held at the PLI Conference Centers in New York and San Francisco, as well as in cities across the United States, including Chicago, Dallas, Atlanta, Houston, Orlando, Las Vegas and San Diego. Workshops are typically one to two days in duration, have approximately 20-40 attendees, and are conducted at various times throughout the calendar year.

- Workshop Instructors must lead an interactive course designed to make the learning experience participant focused. Because of the highly technical and complex material in the workshops, Instructors are to use a variety of teaching and discussion techniques to actively engage participants in the learning process and help participants accomplish their learning objectives.

- Workshop Instructors are expected to research the companies of the registered participants in advance of each workshop to identify relevant topics and to provide targeted examples designed to encourage participant discussion and questions.

SUPERVISORY RESPONSIBILITIES
None

QUALIFICATIONS AND REQUIREMENTS

Technical Background

Workshop Instructors must possess an in-depth, technical understanding of the content, as well as current knowledge of recent developments in SEC reporting and accounting issues most relevant to SEC reporting professionals. Candidates must have prior relevant work experience; such experience may come via public accounting or industry.

Teaching and Communication Skills

Workshop Instructors must have the appropriate teaching and communication skills needed to translate technical and complex information to participants at all levels of experience, as well as the ability to discuss subjective and gray areas using practical examples. Instructors are to guide class discussion to ensure that all participants are fully engaged and are accomplishing
their learning objectives. Candidates must have prior teaching experience and demonstrated success documented by classroom evaluations or other similar feedback tools.

PLI offers market-competitive compensation and a generous benefits package, including medical, dental and vision plans for employees and their families, ample paid time off and holidays, summer Fridays, career development opportunities, and work-life balance initiatives. The PLI work environment is interesting, collegial, intelligent and encouraging.

Qualified applicants please send your resume and cover letter, including salary expectations, to hr1@pli.edu. Indicate the job title “SECI Contract Workshop Instructor” in the subject line. Only those applicants who meet our requirements for this position will be contacted.

Practising Law Institute is an equal opportunity employer. More information about PLI may be found on our website www.pli.edu.