

Adjunct - Cosmetology Instructor  
Lee College

Direct Link: <https://www.AcademicKeys.com/r?job=233982>

Downloaded On: May. 16, 2024 4:17am

Posted Apr. 3, 2024, set to expire Mar. 28, 2025

**Job Title** Adjunct - Cosmetology Instructor  
**Department** Business Technology  
**Institution** Lee College  
Baytown, Texas

**Date Posted** Apr. 3, 2024

**Application Deadline** Open until filled  
**Position Start Date** Available immediately

**Job Categories** Adjunct Professor

**Academic Field(s)** Vocational/Technical

**Apply Online Here** <https://apptrkr.com/5148250>

**Apply By Email**

**Job Description**

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**Adjunct - Cosmetology Instructor**

**Salary:** \$32.63 - \$48.96 Hourly

**Job Type:** Part-Time

**Job Number:** FY2300293

**Location:** Main Campus - Baytown, TX

**Division:** Provost/Academic & Student Affairs

**Position Overview**

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Adjunct faculty are hired in a part-time capacity on an as needed basis. These positions are filled prior to or during the start of each semester and are contingent upon the needs of the College.

Adjunct faculty must complete the Lee Training Online Certification course or provide documentation of training in distance education.

Lee College accepts application materials for adjunct employment on a continuing basis throughout the year from qualified applicants willing to teach on a part-time basis. Academic departments will contact potential applicants when there are available openings.

### **Essential Duties & Responsibilities**

- Teach freshman and sophomore-level Cosmetology courses.
- Qualified applicants must be committed to student learning, integrating technology into the curriculum, and encouraging engaged scholars.
- Maintain accurate student accounting records in compliance with Lee College requirements.
- Submit required student reports to the Admissions & Records Office according to schedule.
- Direct and evaluate the learning experience of the students in accordance with adopted curricula and approved procedures.
- Teach assigned classes in keeping with approved syllabi, outlines, and instructional materials.
- Provide counsel/guidance to students when there is a need.
- Faculty members may be required to teach evening, summer, online, hybrid, dual enrollment, and/or weekend classes.
- Provide at least one scheduled office hour per week for each three-credit course in a regular 16-week semester or two scheduled office hours per week in an 8-week term. Office hours can be in-person, by telephone, or via Blackboard Collaborate. You must be available for a live conversation during scheduled office hours.

### **Additional Duties & Responsibilities**

Perform other duties as assigned.

### **Minimum Education, Experience, Knowledge, Skills & Abilities**

- Associate's (or higher) degree
- Must hold a valid Texas Department of License and Regulation Cosmetology Operator license

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- Five (5) years of related, non-teaching work experience
- Must be available to work evenings and weekends when required

**Preferred:**

- Two (2) years in a supervisory or mentoring role managing or training less experienced cosmetologists
- Two (2) years of business-related experience including duties such as marketing, scheduling, compliance with state and federal regulations, etc.
- Prior online teaching experience and certification
- Blackboard Learning Management System experience

*Lee College does not discriminate on the basis of race, color, religion, sex (including pregnancy, gender identity and sexual orientation), national origin, age, disability, veteran status, genetic information or any other basis protected by law.*

To apply, please visit <https://www.schooljobs.com/careers/lee/jobs/4146066/adjunct-cosmetology-instructor>

**Contact Information**

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

**Contact**

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