

Adjunct - Professional Administrative Technology  
Instructor  
Lee College

Direct Link: <https://www.AcademicKeys.com/r?job=255239>

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Posted Apr. 1, 2025, set to expire Jul. 29, 2025

<b>Job Title</b>	Adjunct - Professional Administrative Technology Instructor
<b>Department</b>	Business Technology
<b>Institution</b>	Lee College Baytown, Texas
<b>Date Posted</b>	Apr. 1, 2025
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Lecturer/Instructor Adjunct Professor
<b>Academic Field(s)</b>	Vocational/Technical Business
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**Job Description**

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**Adjunct - Professional Administrative Technology Instructor**

**Salary:**

**Job Type:** Part-Time

**Job Number:** FY202100026

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

**Division:**

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Provost/Academic & Student Affairs

### Position Overview

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 Teaching 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 **Professional Administrative Technology** 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.

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### **Additional Duties & Responsibilities**

Perform other duties as assigned.

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

Qualified candidates must have an Associate's (or higher) degree and at least two (2) years of related (non-teaching) work experience or a Bachelor's (or higher) degree with one (1) year of related work experience.

### **Preferred:**

- 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/3534800/adjunct-professional-administrative-technology-instructor>

### **Contact Information**

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

**Contact**

N/A

Lee College

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