

Full-Time Faculty, Machine Shop/Millwright (LOA)
Lee College

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Posted Apr. 2, 2025, set to expire Jul. 29, 2025

Job Title	Full-Time Faculty, Machine Shop/Millwright (LOA)
Department	
Institution	Lee College Baytown, Texas
Date Posted	Apr. 2, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Lecturer/Instructor
Academic Field(s)	Vocational/Technical
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Job Description	

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Full-Time Faculty, Machine Shop/Millwright (LOA)

Salary:

Job Type: Full-Time

Job Number: FY2300247

Location: McNair Center - Baytown, TX

Division: Provost/Academic & Student Affairs

Position Overview

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Please note - This Letter of Appointment (LOA) is a temporary, full-time position. Work is assigned on a semester-to-semester basis and is contingent upon sufficient student enrollment, availability of funds, availability of full-time work in the area of responsibility, and/or continuing satisfactory performance.

This position will teach our students the craft of installing, dismantling, repairing, and moving machinery and heavy equipment according to layout plans, blueprints, or other drawings. Additionally, this instructor will teach machining practices such as setting up and operating a variety of machine tools to produce precision parts and instruments, including fabricating and modifying parts to make or repair machine tools or maintain industrial machines. This instructor will prepare students for employment in construction, manufacturing, maintenance, and heavy industry.

Faculty schedules vary by semester. Candidate may be required to teach evening, weekend, summer, online, hybrid, and/or distance education courses.

Essential Duties & Responsibilities

- Teach freshmen and sophomore Machine Shop/Millwright courses.
- Maintain workplace safety standards in accordance with industry best practices. Keep labs stocked and clean.
Help to develop and integrate online content for the web-enhanced learning environment. Qualified applicants must be committed to student learning, integrating technology into the curriculum, and encouraging engaged scholars.
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- Teach assigned classes in keeping with approved syllabi, outlines, and instructional materials.
- Maintain accurate student records in compliance with Lee College requirements.
- Submit required student reports to the Admissions & Records Office according to schedule.
- Direct, evaluate and assess the learning experience of the students in accordance with adopted curricula and approved procedures.
- Provide counsel/guidance to students when there is a need.
- All faculty members are required to be on campus 35 hours per week and participate in professional development activities, department and college committees, commencement, and other activities as stated in the Faculty Workload and Responsibilities Policy.
- Faculty members may be required to teach evening, weekend, summer, online, hybrid, and dual credit classes at various campuses.

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Additional Duties & Responsibilities

- Participate in campus-related committees as needed.
- Recruit for and promote the Machinist/Millwright program.
- Participate in professional development activities, both on-campus and off.
- Interface with industry representatives to facilitate connecting students with career opportunities.
- Openness to evolving needs, such as co-requisite teaching and Puente.
- Perform other duties as assigned.

Minimum Education, Experience, Knowledge, Skills & Abilities

- Qualified candidates must have an Associate degree (or higher) in Machining/Millwright and ten years experience in Machining/Millwright in a heavy industrial setting OR the ability to obtain an Associate degree in two years with no class overloads and ten years experience in Machining/Millwright in a heavy industrial setting OR twenty years' experience in Machining/Millwright in a heavy industrial setting
- Must be able to perform precision equipment installations and alignments, tear down, and rebuild various petrochemical equipment
- Able to set up, operate, and maintain manual machine tools, such as lathes, milling machines, and grinding equipment
- Must be able to safely use oxyfuel-cutting equipment
- Must be able to teach face-to-face, hybrid, and/or online-based classes

Preferred Qualifications:

- Prior online teaching experience and certification
- Blackboard Learning Management System experience
- Knowledge of operations and programming of computer numerically controlled (CNC) machining equipment
- Knowledge of NCCER certification processes and exam proctoring
- Previous experience teaching at a community college

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



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information or any other basis protected by law.

To apply, please visit <https://www.schooljobs.com/careers/lee/jobs/4021004/full-time-faculty-machine-shop-millwright-loa>

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Contact Information

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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