

**Adjunct - Paralegal Studies Instructor
Lee College**

Direct Link: <https://www.AcademicKeys.com/r?job=260617>

Downloaded On: Oct. 5, 2025 9:09pm

Posted Aug. 5, 2025, set to expire Nov. 29, 2025

Job Title Adjunct - Paralegal Studies Instructor
Department Business Technology
Institution Lee College
Baytown, Texas

Date Posted Aug. 5, 2025

Application Deadline Open until filled
Position Start Date Available immediately

Job Categories Lecturer/Instructor
Adjunct Professor

Academic Field(s) Law

Apply Online Here <https://apptrkr.com/6438658>

Apply By Email

Job Description

Image not found or type unknown



Adjunct - Paralegal Studies Instructor

Salary:

Job Type: Part-Time

Job Number: FY202100015

Location: Main Campus - Baytown, TX

Division: Provost/Academic & Student Affairs

Adjunct - Paralegal Studies Instructor Lee College

Direct Link: <https://www.AcademicKeys.com/r?job=260617>

Downloaded On: Oct. 5, 2025 9:09pm

Posted Aug. 5, 2025, set to expire Nov. 29, 2025

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 **Paralegal Studies** 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

**Adjunct - Paralegal Studies Instructor
Lee College**

Direct Link: <https://www.AcademicKeys.com/r?job=260617>

Downloaded On: Oct. 5, 2025 9:09pm

Posted Aug. 5, 2025, set to expire Nov. 29, 2025

Qualified candidates must be an attorney with experience working with paralegals or a paralegal with at least three (3) years of relevant 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/leel/jobs/3534622/adjunct-paralegal-studies-instructor>

Contact Information

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

Contact

N/A

Lee College

,