

Adjunct - Business Instructor
Lee College

Direct Link: <https://www.AcademicKeys.com/r?job=233898>

Downloaded On: May. 16, 2024 8:07pm

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

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

Date Posted Apr. 3, 2024

Application Deadline Open until filled
Position Start Date Available immediately

Job Categories Adjunct Professor
Lecturer/Instructor

Academic Field(s) Business

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Job Description

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Adjunct - Business Instructor

Salary: \$32.63 - \$48.96 Hourly

Job Type: Part-Time

Job Number: FY202100024

Location: Main Campus - Baytown, TX

Division: Provost/Academic & Student Affairs

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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 **Business** 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

Qualified candidates must have a Master's (or higher) degree in the teaching field or a related Master's (or higher) degree with 18 graduate hours in the teaching field.

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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/3530760/adjunct-business-instructor>

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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