

Adjunct - Mathematics Instructor
Lee College

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Posted Jul. 22, 2022, set to expire Nov. 19, 2022

Job Title	Adjunct - Mathematics Instructor
Department	
Institution	Lee College Baytown, Texas
Date Posted	Jul. 22, 2022
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Adjunct Professor
Academic Field(s)	Mathematics/Applied Mathematics
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Job Description

Adjunct - Mathematics Instructor

Salary: \$48.96 Hourly Job Type: Part-Time Job Number: FY202100013 Location: Main Campus - Baytown, TX Division: 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 Mathematics courses.

Qualified applicants must be committed to student learning, integrating technology into the curriculum, and encouraging engaged scholars.

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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 Master's (or higher) degree with 18 graduate hours in the teaching field. Preferred:

Prior online teaching experience and certification

Blackboard Learning Management System experience

To apply, please visit <https://www.schooljobs.com/careers/lee/jobs/3534569/adjunct-mathematics-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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