

Job Title: Online Adjunct Faculty - Business Education  
School: Center for Advanced Legal Studies  
Main Campus: Houston, TX 77042  
Job Type: Remote Adjunct/Part-Time  
Pay: \$2,100 per course (8-week duration)

**Company Overview:**

Center for Advanced Legal Studies is a leading paralegal college that has specialized exclusively in the education of paralegals since opening its doors in 1987. The mission of Center for Advanced Legal Studies is to provide students with the knowledge and skills necessary to meet the needs of the legal, governmental, and business communities.

**Position Summary:**

As an adjunct faculty member in the online environment, you will play a vital role in delivering high-quality education to our students through engaging online courses. You will be responsible for teaching live classes, recording lectures, grading assignments, providing feedback, and ensuring timely communication with students. Additionally, you will contribute to course preparation and review, maintain attendance records, and participate in professional development activities.

**Possible Course Availability: BUSINESS EDUCATION**

BUSI2301 Introduction to Business, BUSI3302 Management, BUSI3303 Marketing, BUSI4301 Business Ethics, BUSI4303 Finance, BUSI4304, Project Management, BUSI4305 International Business

**Responsibilities:**

Teaching/Communication:

- Deliver interactive and engaging lectures to live (online) classes via Blackboard Collaborate.
  - o Classes may be scheduled one or more of the following:
    - Tuesday or Thursday for 3000/4000 level classes (generally).
    - Monday or Wednesday for 1000/2000 level classes (generally).
    - 7:00 pm – 9:00 pm CST
    - These dates are subject to change due to instructor availability and student schedule needs.
  - o Course session duration: 8 weeks
- Communicate with students and administrators about assignments, progress, and attendance.
- Grade assignments promptly and provide constructive feedback.
- Submit final grades to administration by the set due date.

Attendance:

- Record live lecture and asynchronous attendance each week.
- Maintain accurate attendance records in accordance with current school policy.
- Communicate with students and administrators about excessive student absences.

Course Preparation & Review:

- Prepare and update course outline and syllabus before the start of each term.
- Develop and improve course and lesson plans.
- Participate in the selection of textbooks and instructional materials.
- Conduct informal and formal reviews of course components to ensure their relevance to industry standards.
- Ensure course design in the Canvas LMS adheres to institutional standards.

Professional Development/Continuing Education/Other:

- Complete the Faculty Development Plan and Data Sheet annually.
- Attend required training and professional development activities.
- Participate in faculty meetings and bi-annual graduation.

**Qualifications:**

**Business Education Faculty** must hold *at least* a bachelor's degree (master's preferred) and four years of related practical work experience in the subject area(s) taught.

- Ability to demonstrate outstanding professional experience.
- Evidence of experience in the selected area(s) of instruction.
- Commitment to continued professional growth through continuing education opportunities.
- Teaching experience is preferred.

**Technical Skills:**

- Familiarity with Canvas LMS or Blackboard Collaborate is preferred.
- Applicants who have not used Canvas/Blackboard previously must have a high level of technical ability and a willingness to learn.

**Application Process:**

Please complete the CALS Employment Application found on our website at <https://www.paralegal.edu/employment-opportunities>. Please email questions and cover letters to [sarah@paralegal.edu](mailto:sarah@paralegal.edu).

We appreciate all applications; however, only candidates selected for an interview will be contacted.

\*Our institution is an equal opportunity employer and encourages applications from all qualified individuals.