

# MAINE MARITIME ACADEMY

A College of Engineering, Management, Science, and Transportation

## **Adjunct Faculty Position Loeb-Sullivan School of International Business & Logistics BA651 – Port & Transport Terminal Operations**

### **POSITION OVERVIEW**

This document describes duties that the Academy expects of adjunct faculty members. Adjunct faculty are non-permanent, temporary faculty who are hired on a semester by semester basis.

This current opening is expected to teach 4 credit hours at the graduate level in the Spring 2018 semester.

BA651 – Port & Transport Terminal Operations

This course will examine the roles of ports in international logistics; an in-depth study of transport terminals and their operations including terminals for ocean container; bulk; break-bulk; rail intermodal; rail carload; package; and inland water.

### **TEACHING**

Teaching responsibilities include time spent in the online classroom and in immediate preparation for teaching; creating and recording online lectures; maintaining and improving competence in subjects being taught; preparing contemporary teaching materials and content for an online graduate course; managing online discussions; interacting with students on course materials; directing individual and/or group studies and practica; reviewing written examinations and papers; evaluating presentations; and assigning grades according to existing Academy policy.

### **OTHER ASPECTS OF FACULTY PERFORMANCE**

Collegiality, as well as professional and ethical conduct, enhances teaching, learning and the general reputation of all persons in the academy. Therefore, all faculty members are expected to serve in a collegial fashion and in accordance with professional and ethical principles when dealing with other faculty members, students, administrators, and members of the public.

### **DUTIES**

- Teach at graduate level in areas allocated by the Dean of the Loeb-Sullivan School and reviewed from time to time by this Dean.
- Contribute to the development, planning and implementation of a high quality curriculum.
- Assist in the development of learning materials, by preparing syllabus, lesson plans and maintaining records to monitor student progress, achievement and attendance.
- Participate in the development, administration and marking of exams and other assessments such as but not limited to written papers, discussion posts, and oral presentations.
- Provide advice and support to students.
- Inform students of their progress by promptly returning assignments, quizzes, papers, presentations, and exams within seven days of due date.
- Actively participate in weekly discussions at least four times each week; prepare and upload relevant course content at the beginning of each week.

### **ESSENTIAL SKILLS**

- Teaching and other forms of public presentation.
- Proven record of ability to supervise academic work by undergraduates or graduate students.

- Proven record of ability to manage time and work to strict deadlines.
- Ability to write clearly and tailor communication style to meet the needs of the recipient.
- Commitment to high quality teaching and fostering a positive learning environment for students
- Commitment to MMA's policy of equal opportunity and the ability to work harmoniously with colleagues and students of all genders, cultures and backgrounds
- Excellent interpersonal, organizational and communication skills are essential
- Ability to maintain composure in stressful situations
- High degree of professionalism
- Demonstrated integrity and ability to maintain confidentiality

#### **MINIMUM QUALIFICATIONS**

- Masters degree required, Ph.D. preferred from an accredited institution in Logistics, Supply Chain, or related business field.
- 10 or more years of demonstrated record of achievement in port and/or transport terminal management; direct management responsibility of logistics / supply chain operations or teaching in the same field.
- Membership in relevant professional organization(s).

#### **SPECIAL CONDITIONS**

- Background check is required
- Must present original copies of transcripts
- Tobacco-free campus