

# MAINE MARITIME ACADEMY

A College of Engineering, Management, Science, and Transportation

## **Adjunct Instructor - Introduction to Business & Supply Chain Management**

### **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 3 credit hours in the Fall 2017. Compensation is \$985/credit hour.

### **MA101 Introduction to Business & Supply Chain Management**

A foundation course that provides an overview of the fundamentals of business management in the context of global logistics and supply chain. It includes a conceptual framework for the managerial functions and challenges within and between companies in the creation and distribution of tangible goods, as well as the nature of contemporary business, current issues, and career opportunities.

### **TEACHING**

Teaching responsibilities include time spent in the online classroom and in immediate preparation for teaching; maintaining and improving competence in subjects being taught; preparing contemporary teaching materials; conferring 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 the undergraduate 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 and lesson plans and maintaining records to monitor student progress, achievement and attendance.
- Participate in the development, administration and marking of exams and other assessments.
- Provide advice and support to students.
- Inform students of their progress by promptly returning assignments, quizzes, papers and exams
- 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**

- Bachelor's degree or higher from an accredited institution or the highest degree appropriate in Logistics, Supply Chain, or related business field.
- 10 or more years of demonstrated record of achievement in the logistics or supply chain industry, or teaching in the same field.
- Exceptional oral and written communication skills; supervisory, organizational and time management skills commensurate with director level experience.
- Membership in relevant professional organization(s).

**SPECIAL CONDITIONS**

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