

# MAINE MARITIME ACADEMY

A College of Engineering, Management, Science, and Transportation

## **Assistant Professor of Engineering**

### **POSITION OVERVIEW**

This document describes duties that the Academy expects of faculty members. These may change with each academic year, through discussions between you and your department head/dean/vice president. You will be reviewed and evaluated on the basis of how well you perform these duties.

The incumbent will teach general undergraduate engineering courses typically, but not exclusively, including: steam generators I, steam power systems I, steam Power Systems II, Fundamentals of Engineering Operations, Power Equipment and associated labs as assigned and participate as an instructional faculty member onboard the Training Ship State of Maine during cruise.

### **TEACHING**

Teaching responsibilities include time spent in the classroom, laboratory, or training ship(s) and in immediate preparation for these; maintaining and improving competence in subjects being taught; preparing contemporary teaching materials; conferring with students on course materials; directing individual and group studies and practica; reviewing written examinations and papers; evaluating presentations; supervising independent study projects, and supervising or teaching clinical cooperatives or industry programs.

### **ADVISING**

Student advising includes time spent meeting with students regarding academic, curricular and career matters.

### **SERVICE**

Academy service includes, but is not limited to, service on the Faculty Senate, Academy and departmental committees. Professional service implies the use of academic and professional expertise to serve your profession, the community, the state, the nation, or the world.

### **SCHOLARSHIP**

Professors must evidence their documented and continued professional development. Scholarship enables individuals to remain current in the theory, practice, knowledge, skills and/or pedagogy of their disciplines. For some, scholarship and continued professional development may mean hands-on development and training in industry. The scholarly expectations of Faculty should be consistent with the mission and purposes of Maine Maritime Academy.

### **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**

- To teach at undergraduate level in areas allocated by the Department Head or Dean.
- To contribute to the development, planning and implementation of a high quality curriculum.
- To assist in the development of learning materials, preparing lesson plans and maintaining records to monitor student progress, achievement and attendance.
- To participate in departmental and faculty seminars aimed at sharing research outcomes and building interdisciplinary collaboration within and outside the department.
- To participate in the development, administration and marking of exams and other assessments of students within and without your department.
- To provide advice and support to students.
- Inform students of their progress by promptly returning assignments, quizzes, papers and exams
- Hold minimum of 1 office hour for every 3 credit hours weekly.
- To participate in the administration of the department's programs and other activities as requested.
- To contribute to departmental, faculty, or Academy-wide working groups or committees as requested.
- To maintain one's own continuing professional development.
- To maintain an awareness and observation of fire and health and safety regulations.
- Participate as an instructional faculty member onboard the Training Ship State of Maine during cruise.
- Expected to advise students in the engineering undergraduate programs, and assist in department academic and administrative functions including serving on departmental and campus-wide committees.

All academic staff are expected to demonstrate their ongoing commitment to academic excellence; that is, to the conduct of possible research, publication, teaching and other forms of knowledge transfer, at the highest levels of achievement.

## **ESSENTIAL SKILLS**

- Teaching and other forms of public presentation.
- Proven record of ability to supervise academic work by undergraduates.
- 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.
- Ability to work collaboratively.
- Ability to share in organization and management of various Academy programs.
- Commitment to high quality teaching and fostering a positive learning environment for students.
- Commitment to continuous professional development.
- 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.
- Demonstrated ability to adapt to changing priorities and conditions.

### **MINIMUM QUALIFICATIONS**

- Bachelor's degree Engineering/Engineering Technology from an accredited college
- Current Upper-level U.S. Coast Guard license with appropriate STCW certifications or the ability to utilize military service or the equivalent to obtain such qualifications
- At least five years of professional maritime experience in engineering operations
- Excellent communication and leadership skills

### **PREFERRED QUALIFICATIONS**

- Master's degree in Engineering/Engineering Technology or closely related field from an accredited college
- Prior college-level teaching experience is highly desirable
- Operating steam plant experience is highly desirable

### **SPECIAL CONDITIONS**

- Background check is required
- Must present original copies of transcripts
- Current Drug-Free screening certificate or pre-employment drug test and proof of current USCG physical or equivalent (within last 12 months)

### **PHYSICAL REQUIREMENTS**

- Typical classroom and office environment are in multi-story buildings with elevator access.
- Work in the labs may require: Climbing up and down ladders and gangways, lifting and carrying materials, occasional work in excess heat, cold, dampness or dry atmospheric conditions.
- Those required to participate on the training cruise must be capable of the following:
  - Living and working in cramped spaces on a rolling vessel and maintain balance on a moving deck.
  - Rapidly donning an exposure suit and other lifesaving gear.
  - Opening and closing watertight doors.
  - Occasionally lift and move up to 50 pounds.
  - Climbing steep stairs or vertical ladders without assistance.