

# MAINE MARITIME ACADEMY

A College of Engineering, Management, Science, and Transportation

## **Assistant Professor of Engineering (1 Year – Full Time – Temporary Position)**

### **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 responsibilities for this position will include some or all of the following: teaching, student advising, service, and administrative responsibilities. Teaching is the fundamental responsibility of each faculty member; all faculty members are expected to participate in this activity. The incumbent will replace an existing faculty member during their one-year leave of absence and will teach general undergraduate engineering courses which may include Thermodynamics I & II, Marine Engineering Technology Capstone I & II, Ship Structure and Stability, and/or Introduction to Environmental Regulations and Ethical Industrial Compliance and associated labs.

### **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 practice; 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 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.

### **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 Department Head or Dean.
- Contribute to the development, planning and implementation of a high quality curriculum.
- Assist in the development of learning materials, preparing lesson plans and maintaining records to monitor student progress, achievement and attendance.

- Participate in departmental and faculty seminars aimed at sharing research outcomes and building interdisciplinary collaboration within and outside the department.
- Participate in the development, administration and marking of exams and other assessments of students within and outside your department.
- Inform students of their progress by promptly returning assignments, quizzes, papers and exams.
- Hold at least 3 office hours weekly.
- Contribute to departmental, faculty, or Academy-wide working groups or committees as requested.
- Maintain one's own continuing professional development.
- Expected to advise students in the engineering undergraduate programs.

### **ESSENTIAL SKILLS**

- Teaching and other forms of public presentation
- Ability to supervise academic work by undergraduate students
- Ability to manage time and work to strict deadlines
- Ability to work collaboratively
- Excellent interpersonal, organizational and communication skills
- Ability to maintain composure in stressful situations
- High degree of professionalism
- Integrity and the ability to maintain confidentiality
- Ability to adapt to changing priorities and conditions

### **MINIMUM QUALIFICATIONS**

- BS in Engineering/Engineering Technology from an accredited college
- At least three years of professional maritime or industrial experience
- Excellent communication and leadership skills

### **PREFERRED QUALIFICATIONS**

- Masters or Doctorate in Engineering degree from an accredited college
- Current Upper-level U.S. Coast Guard license with appropriate STCW certifications
- Prior college-level teaching experience is highly desirable,

### **SPECIAL CONDITIONS**

- Background check is required
- Must present original copies of transcripts

### **PHYSICAL/ENVIRONMENTAL FACTORS**

- 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.
- Occasionally lift and move up to 50 pounds.
- Climbing steep stairs or vertical ladders without assistance