MAINE MARITIME ACADEMY

A College of Engineering, Management, Science, and Transportation

Assistant Professor of Marine Science

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, scholarship, service, and administrative responsibilities. Teaching is the fundamental responsibility of each faculty member; all faculty members are expected to participate in this activity.

The successful candidate for this position will teach undergraduate courses in introductory chemistry for science and non-science majors, marine geochemistry, organic chemistry, and additional courses and electives dependent on the candidate's area of expertise.

TEACHING
The successful candidate will enthusiastically embrace working with undergraduate students in classroom, laboratory, and field settings. Teaching responsibilities include time spent in the classroom as well as in the field, laboratory, and on research vessels; maintaining and improving competence in subjects being taught; preparing contemporary teaching materials; conferring with students on course materials; developing, administering, and assessing written examinations and papers; evaluating presentations; and supervising independent student projects.

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

- Teach at the undergraduate level in areas allocated by the Department Head. Teaching expectations may include undergraduate courses in introductory chemistry for science and non-science majors, marine geochemistry, organic chemistry, and additional courses and electives dependent on the candidate's area of expertise.
- Develop learning materials, prepare assessments, and maintain records to monitor student progress, achievement, and attendance.
- Inform students of their progress by promptly returning assignments, quizzes, papers, and exams.
- Advise students in the Ocean Studies programs, and assist in departmental academic and administrative functions, including serving on departmental and campus-wide committees.
- Engage, advise, and mentor undergraduate Ocean Studies students in Ocean Studies' Senior Research Prep and Senior Research course sequence.
- Contribute to the development, planning and implementation of a high quality curriculum.
- Participate in departmental and faculty seminars aimed at sharing research outcomes and building interdisciplinary collaboration within and outside the department.
- Maintain one's own continuing professional development.
- Maintain an awareness and observation of fire and health and safety regulations.

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

ESSENTIAL SKILLS

- Commitment to high-quality teaching and fostering a positive learning environment for all students.
- Excellent interpersonal, organizational, and communication skills.
- Ability to supervise academic work by undergraduate students.
- Ability to manage time and work to strict deadlines.
- Ability to work collaboratively.
- Commitment to continuous professional development.
- Demonstrated integrity and ability to maintain confidentiality.
- Ability to adapt to changing priorities and conditions.

REQUIRED QUALIFICATIONS

- Doctoral degree from an accredited institution in Oceanography or other marine-related field by August, 2018.

DESIRABLE QUALIFICATIONS

- The area of expertise is open, but an emphasis in chemical oceanography, marine environmental chemistry, marine geochemistry, or biogeochemical cycling is desired.
- Candidates with demonstrated teaching excellence, commitment to undergraduate education, and research cruise experience are particularly encouraged to apply.

SPECIAL CONDITIONS

- Background check is required
- Must present original copies of transcripts
- Smoke- and tobacco-free campus