

# MAINE MARITIME ACADEMY

A College of Engineering, Management, Science, and Transportation

## Continuing Education Instructor for Undergraduate Ocean Survival

### POSITION OVERVIEW

This position is a 12-month, temporary faculty Instructor for Continuing Education and Undergraduate Ocean Survival. Employee is responsible for instruction and development of Continuing Education (CED) aquatics courses, inclusive of Personal Survival, Ocean Survival, Scuba, and Personal Safety and Social Responsibilities. Employee will also instruct other CED courses including, but not limited to First Aid / CPR and Radar Recertification as well as development of United States Coast Guard (USCG) and Non-USCG courses. Works with academic departments and faculty for scheduling and instruction of courses that are part of degree program, in support of the mission of MMA. Employee must have teaching experience in the maritime industry. Experience with online and blended teaching is preferred. This is a one-year temporary, full-time position, weekend and evening work required.

### TEACHING

Teaching responsibilities include time spent in the classroom, pool, waterfront, 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; assessing competencies; and supervising or teaching industry programs.

### DUTIES

- Directly responsible for development, planning and implementation of a high quality Continuing Education curriculum.
- To teach various and multiple Continuing Education courses as directed.
- To teach undergraduate level lecture and labs for ocean survival.
- To work on the development of learning materials and preparation of lesson plans.
- Inform students of their progress by promptly returning assignments, quizzes, papers and exams.
- Assists in the preparation of Continuing Education course budgets
- Maintain information about inventory and provide requisition requests to department head.
- To provide advice and support to students.
- To maintain currency of relevant licensure requirements.
- Responsible for compliance with posted safety regulations including but not limited to Coast Guard, current industry regulations and OSHA regulations.
- Other duties as assigned.

*This job description reflects the general duties of the job but is not a detailed description of all duties which may be inherent to the position. The Academy may assign reasonably related additional duties to individual employees consistent with policy and collective bargaining agreements. This position is ineligible for additional remuneration from CED for teaching or course development.*

### SKILLS

- Teaching and other forms of public presentation.
- Ability to embrace the school's mission.
- Ability to supervise academic work.
- 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 contribute to the organization and management of various CED programs.
- Commitment to high quality teaching and fostering a positive learning environment for students.
- Must be able to maintain confidentiality of student records
- 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 ability to adapt to changing priorities and conditions.

### **QUALIFICATIONS**

- 500 GT Ocean Master with current STCW required
- Bachelor's degree is preferred.
- Two years of demonstrated record of achievement in teaching and service.
- Qualified Assessor and Train the Trainer certification is required.
- Extensive knowledge of the maritime industry and USCG licensure requirements.
- Extensive knowledge of Coast Guard mandated ocean survival standards
- Proficiency in ocean survival equipment functions and features
- ASHi CPR, First Aid (including AED) is required and must be maintained
- Excellent oral and written communications skills are required, with strong public speaking skills preferred.
- Candidate must be conversing with regulatory rules and requirements in STCW language
- Excellent interpersonal skills are necessary.
- Proficiency with MS-Office suite or similar programs required.
- Proficiency in online or blended teaching is preferred.

### **SPECIAL CONDITIONS**

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

### **PHYSICAL/ENVIRONMENTAL FACTORS**

- Frequent use of keyboard and computer screen.
- Work in the pool; frequent swimming, climbing in and out of the pool, jumping into the pool, climbing ladders.
- Exposed to cold, dampness, and/or dry atmospheric conditions.
- Must be able to work evenings and weekends.
- Must be able to demonstrate use of various types of marine equipment.
- Occasionally lift and move up to 50 pounds.