

# MAINE MARITIME ACADEMY

A College of Engineering, Management, Science, and Transportation

## Continuing Education Instructor

### POSITION OVERVIEW

This position is a 12-month temporary faculty Instructor for Continuing Education. Employee is responsible for instruction and development of Continuing Education (CED) courses and working with the CED coordinator for United States Coast Guard (USCG) and Non-USCG approved course development. 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, waterfront, labs, or training ship(s) and in immediate preparation for these; maintaining and improving competence in subjects being taught; preparing contemporary teaching materials; conferring with mariners on course materials; reviewing written examinations; assessing competencies; and teaching industry programs.

### OTHER ASPECTS OF FACULTY PERFORMANCE E

Collegiality, as well as professional and ethical conduct, enhances teaching, learning and the general reputation of all persons in the academy. Therefore, all members are expected to serve in a collegial fashion and in accordance with professional and ethical principles when dealing with other faculty members, students, staff, administrators, and members of the public.

### DUTIES

- To teach various Continuing Education courses as directed by the Department Head.
- To contribute to the development, planning and implementation of a high quality Continuing Education curriculum.
- To assist in the development of learning materials, preparing lesson plans.
- To provide advice and support to students.
- To maintain currency of relevant licensure.
- To maintain an awareness and observation of fire and health and safety regulations.
- 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 manage time and work to strict deadlines.
- Ability to supervise academic work.
- 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 CED programs.
- 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.
- Must be able to maintain confidentiality of student records
- Ability to maintain composure in stressful situations.
- High degree of professionalism.
- Demonstrated ability to adapt to changing priorities and conditions.

### **QUALIFICATIONS**

- Bachelor's degree is required.
- Two years of demonstrated record of achievement in teaching in the maritime industry and service preferred.
- Qualified Assessor and Train the Trainer certification is required.
- Proficiency with MS-Office suite or similar programs required.
- Proficiency in online or blended teaching is recommended.
- Conversant with regulatory rules and requirements in STCW language.
- Strong interpersonal skills required.

### **SPECIAL CONDITIONS**

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

### **PHYSICAL/ENVIRONMENTAL FACTORS**

- Requires use of computer monitor.
- Requires standing and walking frequently.
- Must be able to work evenings and weekends.