

MAINE MARITIME ACADEMY

A College of Engineering, Management, Science, and Transportation

Marine Transportation Operations Cadet Shipping Deck Coordinator

The Marine Transportation Operations (MTO) Cadet Shipping Deck Coordinator position is a part-time, one-year appointment that runs from January 1 to December 31 each year. Cadet Shipping Deck is a field experience on appropriate commercial maritime vessels for students enrolled in the U. S. Coast Guard approved Unlimited Mate license program. The person appointed to this position is responsible for the academic aspects of the course and works with the Director of Cadet Shipping to assist students with the Cadet Shipping Deck course in the Marine Transportation Operations curriculum. The Marine Transportation Operations Cadet Shipping Deck Coordinator is responsible for the following:

1. Revise and update the Deck Sea Project Manual in time for distribution in April. Substantive revisions are to be done with the advice and consent of the Marine Transportation Operations Department Chair.
2. Collaborate and provide technical assistance to the Director of Cadet Shipping as necessary. This may include the following:
 - participate in cadet shipping meetings with students as needed
 - assist in assessing student academic preparedness
 - assist in assessing appropriate student placement
 - assist with distributing, collecting and forwarding student documents
 - assist in evaluating maritime shipping field experience opportunities
 - communicate with the Director of Cadet Shipping as necessary throughout the cadet shipping session
 - advise on technical issues
3. Consult with industry officials on cadet shipping matters as needed.
4. Read and grade with comments the completed student Sea Projects, and review results with students. Meet with each student at the end of the co-op period for a debriefing with written comments on the project or report.
5. Submit summer cadet shipping grades to the Registrar by the last day of the Fall semester, or in the case of Spring or Fall field experiences, by the last day of the semester following the completion of the Sea Project.
6. Students enrolled in Fall or Spring cadet shipping courses shall receive the same level of support and evaluation as students enrolled in Summer cadet shipping.
7. Serve as a member of the Training Committee.

QUALIFICATIONS

1. Background/experience in teaching courses in Marine Transportation Operations, or
2. Hold a valid Coast Guard license as an unlimited Third Mate or above, or
3. Possess recent experience in commercial maritime shipping in either active or observer status.

COMPENSATION

The stipend is \$160.00 per fully graded, enrolled student. The stipend is paid in installments as follows:

- 50% paid at the outset of the project,
- 50% paid after course grades are received by the Registrar's Office and verified by the Provost's Office to Payroll.