

# MAINE MARITIME ACADEMY

A College of Engineering, Management, Science, and Transportation

## Deputy Commandant

### POSITION OVERVIEW

Employee reports to the Commandant of Midshipmen and acts for the Commandant in his/her absence. Employee oversees the Company Offices in carrying out the daily operations of the Regiment of Midshipmen including the coordination of Standards of Training, Competency, & Watch Keeping (STCW). This position advises the Commandant on program development in the areas of student guidance and leadership development. Employee acts in the above capacity both on campus and on the annual training cruise. Employee may provide budget and report preparation.

### DUTIES

- Supervises the Company Officers and Regimental Programs Manager.
- Acts as Judicial Officer concerning Midshipman disciplinary infractions and ensuring Regimental Manual disciplinary procedures are followed.
- Assists in professional development of Company Officers as counselors and educators.
- Coordinates regimental formations, ceremonies, and special functions.
- Assists the Commandant in developing Regimental curriculum for leadership development, ethics and philosophy.
- Oversees the nomination process for Midshipman leadership positions.
- Develops watch training and standards in coordination with the ship's crew.
- Administers the Staff Watch Officer bill and stands duty as a Staff Watch Officer during the annual training cruise and throughout the academic year.
- Plans and oversees Regimental Preparatory Training program.
- Liaison with Residential Life Staff to coordinate Regimental activities with the greater campus.
- Liaison with Athletic Department Staff to coordinate regimental activities with the varsity athletics programs.
- Maintains sensitive and confidential Midshipmen performance and discipline files.
- Oversees the administration of the drug testing program for Midshipmen during the academic year and annual training cruise.
- Performs purser duties while on the annual training cruise.
- Wears approved Regimental uniform.
- Communicates with parents and media concerning regimental activities.

- Part of 7-day per week duty rotation.
- Schedules meetings, conferences, and travel for department as necessary.
- Participates in the annual training cruise.
- Works one weekend per month as duty officer.

*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.*

## **SKILLS**

- Ability to prioritize and to handle multiple projects simultaneously
- Good written, verbal and interpersonal skills required; ability to interact with all levels of staff including management
- Ability to maintain composure in stressful situations.
- High degree of professionalism.
- Excellent verbal and written communication skills.
- Excellent managerial skills for all level of supervision.
- Collaborative team player.
- Strong customer service skills
- Professional presentation, appearance and work ethic
- Ability to work irregular / extended hours/weeks, including night and weekend duties as required.
- Ability to work in a student-oriented training environment
- Excellent organizational skills
- Ability and desire to inspire, motivate and mentor students and others.
- Ability to work with people in a close, intense environment while providing effective service and advice.
- Ability to be flexible to changes of schedule.

## **REQUIREMENTS**

- Master's Degree preferred
- Minimum 10 years' experience leadership and management of large organizations (200+ persons).
- Ability to obtain TWIC & MMD
- Experience teaching in higher education or similar field.

## **SPECIAL REQUIREMENTS**

- Current Drug-Free screening certificate and proof of current USCG physical (within last 12 months) or required to submit to same
- Criminal Background check required
- Tobacco-Free workplace

**PHYSICAL/ENVIRONMENTAL REQUIREMENTS**

- Exerting up to 10 pounds of force to move or pick-up objects.
- Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like, using feet and legs and/or hands and arms.
- Underway periods requiring time away from the Academy for extended periods: weeks, overnight and weekends.
- Office setting requiring use of keyboard and computer screen.