

# MAINE MARITIME ACADEMY

A College of Engineering, Management, Science, and Transportation

## Director of Career Services and Cooperative Education

### POSITION OVERVIEW

Reporting to the Provost, the Director of Career Services and Cooperative Education has overall responsibility for the Academy's placement of students into required co-op and cadet shipping internships, and for providing guidance to students and alumni in developing, evaluating and implementing career goals and job placement opportunities. This position also coordinates visits to campus by company representatives including the annual career fair. The Director of Career Services is responsible for advising senior administrators on trends in the maritime industry, and working closely with Alumni Affairs and the Advancement offices to identify corporate philanthropic support, including serving as a major gifts officer. The Director must be able to work collaboratively with industry partners as well as Academy faculty, staff, and students. This is a full-time, 12-month staff supervisory position with benefits.

### DUTIES

- Coordinate and administer the cadet shipping program and oversee all other MMA co-op programs and personnel.
- Develop and maintain effective corporate relationships through company visits, job fairs, professional trade shows, etc.
- Act as the liaison between students and potential employers.
- Organize the annual job fair for on-campus recruiting and coordinate placement opportunities through corporate relationships, contacts, and alumni and faculty networks.
- Provide industry feedback and strategic planning input to the Academic Dean, Department Heads and Administration on industry trends and changes in industry training needs.
- Work closely with Alumni Affairs and the Advancement office to identify corporate philanthropic support, including serving as a major gifts officer.
- Actively support the VP for Institutional Advancement by fostering corporate relations.
- Provide guidance for students and alumni to assist in establishing academic and career goals and objectives.
- Provide occupational information and career placement resources to students via department resource library and through career and Co-op services web pages.
- Oversee the Career Services online job bulletin, web page and social media.
- Supervise regular academy employees and students workers.
- Serve as the Career Services representative on the training committee, academy council and other committees as necessary.
- Oversee the hiring of all the faculty coordinators for the cadet shipping and co-op programs.
- Provide training and guidance for students and alumni in resume strategies and writing, cover letters, thank you notes, professional attire and interviewing skills.
- Protect the confidentiality of highly sensitive student information and prevent its unauthorized release.
- Create and deliver effective presentations to diverse audiences.
- Gather data and prepare budgets and reports.
- Other duties as assigned by the Provost/VP for Academic Affairs.

*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.*

## PREFERRED REQUIREMENTS

- Bachelor's degree required, masters preferred.
- Demonstrated commitment to providing outstanding customer service.
- Knowledge and experience with the maritime transportation industry including training requirements for limited and unlimited professional mariner's licenses.
- Knowledge and experience with summer undergraduate internship placements into the power engineering, logistics, and marine science industries.
- Excellent interpersonal and communication skills (oral and written).
- Previous work experience as a U.S. Coast Guard-licensed mariner strongly preferred.
- Previous work experience as a career counselor strongly preferred.
- Work experience in any of the following areas preferred: marine/ocean science, engineering, marine transportation, or international business & logistics.

## SKILLS

- Outstanding interpersonal and customer service skills including a professional, positive, and approachable demeanor.
- Ability to embrace the school's mission.
- Highly professional and ethical standards for handling sensitive situations.
- Excellent oral and written communication skills.
- Excellent computer skills, including proficiency in Microsoft Office Suite.
- Ability to interact with all levels of staff and to work closely and congenially with departments across campus.
- High level of attention to detail.
- Ability to prioritize and to handle multiple competing projects.

## PHYSICAL/ENVIRONMENTAL FACTORS

- Contacts include faculty, staff, students, parents, alumni, and various external and internal constituencies;
- Will work occasional nights and weekends to support department and related Academy events;
- Occasional travel to recruit corporate sponsorship, attend trade shows, and conduct site visits in marine and industrial environments;
- Frequent use of keyboard and computer screen;
- Occasionally lift and move up to 25 pounds.

## Maine Maritime Academy Position Factor Evaluation

Job Title: Director of Career Services & Cooperative Education      Job Code: 5060

Wage Grade: 23      Total Points: 518

	<u>Factor</u>	<u>Degree</u>	<u>Points</u>
1	Knowledge and Skill	7	252
2	Effort		
	I. Mental and Visual Effort	5	40
	II. Physical Effort	2	20
3	Responsibility for Cost Control	6	48
4	Responsibility for Others		
	I. Injury to Others	1	8
	II. Supervisory Responsibility	4	32
	III. Sensitive Information and Records	4	32
5	Working Conditions	3	30
6	Responsibility for External and Internal Relations	7	56

Date of last reclassification 07/2017