

# MAINE MARITIME ACADEMY

A College of Engineering, Management, Science, and Transportation

## Electrical Lab Instructor

### POSITION OVERVIEW

This document describes duties that the Academy expects of faculty members. These may change with each academic year, through discussions between you and your department head/dean/vice president. You will be reviewed and evaluated based on how well you perform these duties.

The responsibilities for this position will include some or all the following: teaching, student advising, scholarship, service, and administrative responsibilities. Teaching is the fundamental responsibility of each faculty member; all faculty members are expected to participate in this activity.

The incumbent will teach general undergraduate engineering labs typically, but not exclusively, supporting: Electrical Power I, Electrical Power II, Automation and Controls, and Power Control Electronics. The incumbent will coordinate with the lead lecture instructor to ensure labs reinforce lecture lessons.

### TEACHING

Teaching responsibilities include time spent in the classroom, laboratory, 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; evaluating presentations; supervising independent study projects, and supervising or teaching clinical cooperatives or industry programs.

### ADVISING

Student advising includes time spent meeting with students regarding academic, curricular and career matters.

### SERVICE

Academy service includes, but is not limited to, service on the Faculty Senate, Academy, and departmental committees. Professional service implies the use of academic and professional expertise to serve your profession, the community, the state, the nation, or the world.

### SCHOLARSHIP

Faculty must evidence their documented and continued professional development. Scholarship enables individuals to remain current in the theory, practice, knowledge, skills and/or pedagogy of their disciplines. For some, scholarship and continued professional development may mean hands-on development and training in industry. The scholarly expectations of Faculty should be consistent with the mission and purposes of Maine Maritime Academy.

### OTHER ASPECTS OF FACULTY PERFORMANCE

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

### DUTIES

- Teach at the undergraduate level in areas allocated by the Department Head or Dean.
- Contribute to the development, planning and implementation of a high-quality curriculum.
- Assist in the development of learning materials, preparing lesson plans, and maintaining records

- to monitor student progress, achievement, and attendance.
- Participate in departmental and faculty seminars aimed at sharing research outcomes and building interdisciplinary collaboration within and outside the department.
- To provide advice and support to students.
- Participate in development, administration and marking of exams and other assessments of students.
- Inform students of their progress by promptly returning assignments, quizzes, papers, and exams.
- Contribute to departmental, faculty, or Academy-wide working groups or committees as requested.
- Maintain one's own continuing professional development.
- May be required to participate as an instructional faculty member onboard the Training Ship State of Maine during cruise.
- Expected to advise students in the engineering undergraduate programs, and assist in department academic and administrative functions including serving on departmental and campus-wide committees.

All academic faculty are expected to demonstrate their ongoing commitment to academic excellence; that is, to the conduct of possible research, publication, teaching and other forms of knowledge transfer, at the highest levels of achievement.

### **ESSENTIAL SKILLS**

- Teaching and other forms of public presentation
- Ability to supervise academic work by undergraduate students
- Ability to manage time and work to strict deadlines
- Ability to work collaboratively
- Excellent interpersonal, organizational and written and oral communication skills
- Ability to maintain composure in stressful situations
- High degree of professionalism
- Integrity and the ability to maintain confidentiality
- Ability to adapt to changing priorities and conditions

### **REQUIRED QUALIFICATIONS**

- College degree from an accredited institution in electrical engineering, electrical power, or closely related field. An Associate's degree is acceptable.
- Maritime electrical experience.
- College lab instructional experience.

### **PREFERRED QUALIFICATIONS**

- Bachelor's degree or higher in electrical engineering or related field
- Current U.S. Coast Guard license with appropriate STCW endorsements
- U.S. Coast Guard Electro-Technical Officer or Equivalent Rating

### **PHYSICAL/ENVIRONMENTAL FACTORS**

- Typical classroom and office environment are in multi-story buildings with elevator access.
- Work in the labs may require: Climbing up and down ladders and gangways, lifting and carrying materials, occasional work in excess heat, cold, dampness or dry atmospheric conditions.
- Those required to participate on the training cruise must be capable of the following:
  - Living and working in cramped spaces on a rolling vessel and maintaining balance on a moving deck
  - Rapidly donning an exposure suit and other lifesaving gear
  - Opening and closing watertight doors
  - Occasionally lift and move up to 50 pounds
  - Climbing steep stairs or vertical ladders without assistance