

Maine Maritime Academy



Marine Transportation Operations Cooperative Work Experience Coordinator

The Small Craft Design Cooperative Work Experience Coordinator position is a one-year appointment that runs from January 1 to December 31 of each year. Small Craft Design Cooperative Work Experience is a field experience for students seeking work experience in the design, construction or maintenance of small marine craft. The person appointed to this position is responsible for the academic aspects of the course and works with the Cooperative Education Coordinator (Career Services) to administer the course. The Small Craft Design Cooperative Work Experience Coordinator is responsible for the following:

1. Revise and update the Course Project Syllabus and Guidelines in time for distribution in April. Substantive revisions are to be done with the advice and consent of the Marine Transportation Operations Department Chair and Small Vessel Operations / Vessel Operations & Technology Program Coordinator.
2. Collaborate with and provide technical assistance to the Cooperative Education Coordinator as necessary. This may include the following:
 - participate in co-op meetings with students
 - assess student academic preparedness
 - assess appropriate student placement
 - evaluating field experience opportunities
 - distributing, collecting and forwarding student documents
 - assist in placement of students in shipping field experience positions
 - advise on technical issues
3. Consult with industry officials as needed.
4. Approve qualifying student co-op plans using the Faculty Approval Form and forward the completed document to the Co-op Office.
5. Read and grade with constructive written comments the completed student Sea Projects, and review results with students as needed.
6. Submit Summer Co-op grades to the Registrar by last day of the Fall semester, or in the case of Spring or Fall Co-ops, by the last day of the semester following the completion of the Sea Project.
7. Provide the same level of support and evaluation for students enrolled in Spring or Fall field experiences as students enrolled in Summer co-op.

QUALIFICATIONS

1. Background/experience in teaching courses in Vessel Operations & Technology (VOT) or Small Vessel Operations (SVO), or
2. Relevant experience in small vessel construction and operations.

COMPENSATION

The stipend is \$233.50 per fully graded, enrolled student. The stipend is paid as follows:

- 100% paid after student conferences are completed, course grades are received by the Registrar's Office, and verified by the Dean's Office to Payroll.