

MAINE MARITIME ACADEMY

A College of Engineering, Management, Science, and Transportation

Adjunct Instructor of VPDS (Vessel Personnel with Designated Security Duties)

POSITION OVERVIEW

This document describes duties that the Academy expects of adjunct faculty members. Adjunct faculty are non-permanent, temporary faculty who are hired on a semester by semester basis.

VPDS is a one day training course to be offered in the Spring 2018 semester. This position is responsible for administering the vessel security course to undergraduate students enrolled in maritime license programs, Vessel Operations and Technology and Small Vessel Operations.

TEACHING

Teaching responsibilities include time spent in the classroom, laboratory, or Academy vessels 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 practice; reviewing written examinations and papers; evaluating presentations; supervising independent study projects, supervising or teaching clinical cooperatives or industry programs, and assigning grades according to existing Academy policy.

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

- Coordinates with Marine Transportation Department to schedule Vessel Personnel with Designated Security Duties (VPDS) course to students in Vessel Operations Technology a minimum of twice per year.
- Coordinates with the Dean of Maritime Training to ensure VPDS and Vessel Security Officer (VSO) courses are taught to students on the annual training cruise.
- Teaches undergraduate VPDS and VSO courses.
- Ensures VPDS and VSO courses remain current and certified by US Coast Guard.
- Contribute to the development, planning and implementation of a high quality curriculum.
- Assist in the development of learning materials, by preparing syllabus and lesson plans and maintaining records to monitor student progress, achievement and attendance.
- Participate in the development, administration and marking of exams and other assessments.
- Provide advice and support to students.
- Inform students of their progress by promptly returning assignments, quizzes, papers and exams
- Maintain an awareness and enforce fire and health and safety regulations applicable to the teaching location.

ESSENTIAL SKILLS

- Teaching and other forms of public presentation.
- Proven record of ability to supervise academic work by undergraduates or masters students.
- Proven record of ability to manage time and work to strict deadlines.
- Ability to write clearly and tailor communication style to meet the needs of the recipient.
- Ability to work collaboratively.
- Commitment to high quality teaching and fostering a positive learning environment for students
- Commitment to MMA's policy of equal opportunity and the ability to work harmoniously with colleagues and students of all genders, cultures and backgrounds
- Excellent interpersonal, organizational and communication skills are essential
- Ability to maintain composure in stressful situations
- High degree of professionalism
- Demonstrated integrity and ability to maintain confidentiality
- Computer proficiency in word processing, basic database manipulation, and file management.
- Ability to motivate, develop and guide less experienced personnel and students.
- Ability to inspire, motivate and mentor students.
- Ability to work with people in a close, intense environment while providing effective service and advice.
- Ability to be flexible to changes of schedule.

MINIMUM QUALIFICATIONS

- Background in facility security, law enforcement, or Counter-Terrorism
- Must be able to be certified as instructor of record by the National Maritime Center (NMC)

SPECIAL CONDITIONS

- Background check is required
- Tobacco-free campus
- Must present original copies of transcripts