

MAINE MARITIME ACADEMY

A College of Engineering, Management, Science, and Transportation

Part-time CED Instructor Electronic Chart Display Information Systems (ECDIS) (Pool)

POSITION OVERVIEW

The ECDIS Instructor will teach Electronic Chart Display Information Systems to mariners pursuing or renewing their U.S. Coast Guard Merchant Mariner deck license.

This temporary position is expected to teach a week long course in May, June, July and/or August on a rotation with other pool members for the 2017 - 2018 academic year.

TEACHING

Teaching responsibilities include assessing student's ability to demonstrate their proficiency in ECDIS at both the operational and management level. Practical exercises are conducted on Transas PC based simulator bridges. The instruction of this course will allow students the practice and demonstration of the required functions of ECDIS as the primary means of navigation in undertaking the duties of the Officer In Charge of a Navigation Watch (OINCW), to include knowledge, understanding and proficiency in: Capability and limitations of ECDIS, Operation, interpretation, and analysis of information obtained from ECDIS and Management of operational procedures, system files and data.

DUTIES

- Teach continuing education students in areas allocated by the Department Head and reviewed from time to time by the Department Head.
- Assist CED with STCW renewal, updates, and language of course when needed.
- 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.

ESSENTIAL SKILLS

- Teaching and other forms of public presentation.
- Proficiency in ECDIS.
- Knowledge of and ability to use simulator technology
- 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

MINIMUM QUALIFICATIONS

- Bachelor's degree preferred.
- Must hold a valid ECDIS endorsement.
- STCW deck license.
- Must be approved by USCG to instruct (approval request will be made by CED)

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SPECIAL CONDITIONS

- Background check is required
- Must present original copies of transcripts
- Smoke- and tobacco-free campus.

PHYSICAL/ENVIRONMENTAL FACTORS

- Typical classroom and office environment are in multi-story buildings with elevator access.
- Required to reach with hands and arms.
- Requires use of computer keyboard and monitor.