

MAINE MARITIME ACADEMY

A College of Engineering, Management, Science, and Transportation

International Business and Logistics Co-op Educational Experience Coordinator

The International Business and Logistics (IBL) Co-op Educational Experience Coordinator position is a one-year appointment that runs from January 1 to December 31 of each year. Co-op Educational Experience in IBL is a communications intensive course with a project focus conducted at an appropriate business, organization, warehouse or terminal. The person appointed to this position works with the Cooperative Education Coordinator to assist students with the Co-op Educational Experience in IBL course in the International Business and Logistics curriculum. The International Business and Logistics Co-op Educational Experience Coordinator is responsible for the following:

1. Provide technical assistance to the Cooperative Education Coordinator as necessary. This may include the following:
 - participate in co-op meetings, including meetings with students
 - assist in making judgements about students' academic preparedness
 - help with locating and evaluating new co-op sponsors
 - help with collection of student co-op documentation forms
 - assist in placement of students in co-op positions
 - advise on technical issues
2. Formally approve each student's co-op plans by mid-June for summer co-ops using the Faculty Approval Form, or week 5 of the Fall or Spring semester for fall or spring semester co-ops.
3. Consult with co-op site officials as needed.
4. Visit a sample of the co-op sites to evaluate student progress, evaluate suitability of the site as a good co-op experience, and redirect student efforts if needed. Each visit should include meetings with student(s) and supervisor(s). Travel will normally be limited to the New England states. The Academy will reimburse normal travel expenses.
5. For co-op sites that are not visited, attempt to do telephone interviews with both students and supervisors.
6. By August 31 submit a written report on site visits and telephone interviews with supervisors of students. This report is to be on student performance and suitability of sites.
7. Written assessments to be graded with comments include: weekly activity reports, drafts of certain parts of the report and the final report. Timely feedback to students on submitted work throughout the field experience is expected. Meet with each student at the end of the co-op period for a debriefing with comments on the written project or report.
8. As this course is a prerequisite, grades, based on the debriefing and evaluations from the employers, must be submitted to the Registrar before the registration period for the next course. Coordination with the Registrar is necessary.
9. Provide support and evaluation for students who work in this field experience during the fall and/or spring semesters similar to the assistance provided for summer co-op students.

QUALIFICATIONS

1. At least two years background/experience in teaching courses in international business or logistics at the University level, or
2. At least seven years relevant experience in business and/or logistics.
3. Masters' degree in business or logistics related field required; PHD preferred.

COMPENSATION

The stipend is \$255.00 per fully graded, enrolled student. The stipend is paid in installments as follows:

- 25% paid on pay period closest to 1 May 2016,
- 25% paid on pay period following the date the site visit report submitted and reviewed by the Dean of LSS,
- 50% paid on after student conferences are completed, course grades are received by the Registrar's Office, and verified by the Dean's Office to Payroll.