

# MAINE MARITIME ACADEMY

A College of Engineering, Management, Science, and Transportation

## **Part-time CED ISO, ISM Maritime, and Designated Person Ashore Instructor (Pool)**

### **POSITION OVERVIEW**

The ISO-ISM-DPA Instructor will teach ISO 9001, ISM Maritime Auditing, and Designated Person Ashore consultancy skills training to individuals pursuing knowledge, education, and training to obtain auditing experience.

This temporary position is expected to teach this week long course up to three times a year 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 quality, environmental, and safety management systems. Must have the ability to prepare potential auditors with the practical skills and techniques of the International Maritime Safety Management Systems, within the ISM Code and ISO 9001 Quality Management System.

### **DUTIES**

- Teach continuing education students in areas assigned by the Department Head and reviewed from time to time by the Department Head.
- Assist CED with 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 and experience in auditing – primarily maritime auditing.
- 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.
- Certificate of completion ISO 9001 and ISM
- Background and expertise in maritime auditing

### **SPECIAL CONDITIONS**

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

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## **PHYSICAL/ENVIRONMENTAL FACTORS**

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