

MAINE MARITIME ACADEMY

A College of Engineering, Management, Science, and Transportation

Commandant of Midshipmen

POSITION OVERVIEW

Employee reports to the Dean of Maritime Training and oversees the daily routine of the Regiment of Midshipmen. Incumbent ensures that regimental programs and activities are congruous with standing Standards of Training, Certification, & Watch Keeping (STCW), Code of Federal Regulations (CFR), Navigation & Vessel Inspection Circular (NVIC) and other governing documents as well as synchronized with campus-wide programs including Advancement, Academics, Student Life, and Athletics. The Commandant also serves as direct representative of the President of Maine Maritime Academy during the annual training cruise. Employee has a high degree of public contact, budgetary responsibility, and teaching duties. The incumbent must reside within a 30-minute response radius to campus. This an exempt Confidential, full-time benefited position.

DUTIES

- Manages the Regimental Staff who in turn administer the daily activities of the Regiment.
- Develops and implements long term plans for the regimental program.
- Adjudicates infractions involving significant violations of the Regimental Manual or Honor Code.
- Oversees professional development of company officers as college instructors and leadership mentors.
- Manages midshipman watch program with regard to scheduling and tracking.
- Coordinates with crew of the training ship to ensure standards of watch keeping and maintenance are maintained.
- Develops regimental curriculum for leadership development, ethics and philosophy.
- Serves as a member of the Academy Council.
- Works in conjunction with the Dean of Student Services in developing and implementing student policy.
- Serves as the senior representative of Maine Maritime Academy on annual training cruise.
- Serves as part of on-call staff group to respond to student emergencies after business hours.
- Manages Industry Advisory Group for the regimental program.
- Ensures regimental program remains in compliance with federal directives including but not limited to MARAD, Title IX, USCG, etc.
- Oversees the planning and hosting of the annual State Maritime Academy Leadership Conference.
- Wears approved regimental uniform.
- Communicates with parents and media concerning regimental activities.
- Teaches college-level courses related to shipboard operation and general safety regulations.

This job description reflects the general duties of the job but is not a detailed description of all duties, which may be inherent to the position. The Academy may assign reasonably related additional duties to individual employees consistent with policy and collective bargaining agreements.

SKILLS

- Excellent organizational skills.
- Ability to prioritize and to handle multiple projects simultaneously.
- Outstanding written, verbal and interpersonal skills required; ability to interact with all levels of staff, management, trustees, parents and students.
- Expert supervisory skills to manage both staff and students.
- Strong customer service skills.
- Professional demeanor, presentation, appearance and work ethic.
- Sufficient computer skills to operate campus database programs such as StarRes and PowerCampus.
- Proficiency in Windows Microsoft Office Suite.
- Ability to work in a student-oriented training environment

REQUIREMENTS

- Master's Degree Preferred.
- Minimum 10 years of experience leading groups or organizations larger than 30 personnel.
- Experience in training/education of young adults.
- Military, State Maritime Academy, or similar experience preferred.
- Ability to obtain TWIC & MMD
- Knowledge of shipboard operations and general safety regulations.

SPECIAL CONDITIONS

- Current Drug-Free screening certificate and proof of current USCG physical (within last 12 months) or required to submit to same.
- Criminal Background check required.
- Tobacco-Free workplace.
- Participates in the annual training cruise.

PHYSICAL/ENVIRONMENTAL REQUIREMENTS

- Must reside within 30-minutes of campus.
- The physical requirements as outlined in the NVIC 04-08, as updated periodically by the U.S. Coast Guard, are herein incorporated.
- Exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
- Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like, using feet and legs and/or hands and arms. Body agility is emphasized.
- Requires lifting, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, and pulling are required frequently
- Underway periods requiring time away from the Academy for extended periods: weeks, overnight and weekends.
- The position requires underway periods, exposure to the elements including hot and cold weather, rolling ocean, rain, salt spray, dirt, fumes, and loud noises.
- Onshore also works extended hours, including night and weekends as required.