

MAINE MARITIME ACADEMY

A College of Engineering, Management, Science, and Transportation

Pre-/Post-Cruise Engineering Faculty – 3 Positions (Temporary, 4-week Appointment)

POSITION OVERVIEW

The responsibilities for these three positions (1 Lead, 2 Assistants) will include the development and teaching of the engineering program to occur prior to Annual Training Cruise Part B students joining the ship for Cruise and for Cruise Part A students after leaving the ship. Position will involve two weeks of course preparation during May 2018, followed by two weeks (June 4-8 to Part B Students and June 11-15 to Part A Students) of course execution.

The course content will be designed to support and supplement the student's Cruise activities and coordinated with the Senior Training Officer Engine.

TEACHING

Teaching responsibilities include time spent in the classroom, laboratory, or training ship(s) 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 practica; reviewing written examinations and papers; evaluating presentations; supervising independent study projects, and supervising or teaching clinical cooperatives or industry programs.

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

- To teach at undergraduate and/or graduate level in areas allocated by the Department Head or Dean.
- To contribute to the development, planning and implementation of a high quality curriculum.
- To assist in the development of learning materials, preparing lesson plans and maintaining records to monitor student progress, achievement and attendance.
- To participate in the development, administration and marking of exams and other assessments of students.
- To provide advice and support to students.
- Inform students of their progress by promptly returning assignments, quizzes, papers and exams
- To maintain an awareness and observation of fire and health and safety regulations.

ESSENTIAL SKILLS

- Excellent interpersonal, organizational and communication skills are essential.
- Excellent leadership skills
- Prior college-level teaching experience
- Ability to supervise academic work by undergraduate students.
- 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.
- Ability to share in organization and management of various Academy programs.
- Commitment to high quality teaching and fostering a positive learning environment.

- Ability to work harmoniously with colleagues and students of all backgrounds.
- Ability to maintain composure in stressful situations.
- High degree of professionalism.
- Demonstrated integrity and ability to maintain confidentiality.
- Demonstrated ability to adapt to changing priorities and conditions.
- Bachelor's degree from an accredited institution in the field of engineering

PREFERRED

- Current U.S. Coast Guard license
- Prior experience as a member of the MMA faculty (permanent, temporary, or adjunct)
- Master or PhD degree from an accredited institution in the field of engineering

SPECIAL CONDITIONS

- Background check is required
- Must present original copies of transcripts

PHYSICAL REQUIREMENTS

- 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