

MAINE MARITIME ACADEMY

A College of Engineering, Management, Science, and Transportation

Continuing Education Department Instructor (Pool)

POSITION OVERVIEW

These are temporary on-call appointments for the duration of the fiscal year. The Academy's fiscal year runs from July 1 to June 30th of the following year.

TEACHING

Teaching responsibilities include time spent in the classroom, laboratory, or training vessel(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; reviewing written examinations and papers; and assigning grades according to existing Academy policy.

DUTIES

- Teaching continuing education students in the area(s) allocated.
- Assist CED with STCW renewal updates and language of courses when needed.
- Assist in the development of learning materials and maintaining records to monitor student progress, achievements, and attendance.
- Participate in the development language, administration, and marks of exams and other assessments.
- Provide advice and support to students.
- Position could require travel.
- Position could require weekends.

ESSENTIAL SKILLS

- Teaching and other forms of public presentation.
- 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 on 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.
- Crowd and Crisis Management; Vessel Security Officer, and Fast Rescue Boat require knowledge of and experience aboard a variety of vessels.
- Radar and ECDIS require knowledge and ability to use simulator technology.

MINIMUM QUALIFICATIONS

- Proficiency and experience in the relevant subject matter.
- Bachelor's degree.
- Teaching or other forms of public presentation.
- U.S. Coast Guard approval will be required to instruct STCW classes (the Continuing Education office will submit appropriate paperwork for this approval.)
- Appropriate STCW license required for ECDIS, Fast Rescue Boat, IGS COW, Radar Recertification, and Vessel Security Officer.
- ISO-ISM Lead Auditor requires certificate of completion of ISO 9000 and ISM.

SPECIAL CONDITIONS

- Background check is required.
- Smoke and tobacco free campus.

PHYSICAL/ENVIRONMENTAL FACTORS

- Typical classroom and office environment in multi-story buildings with elevator access.
- Require use of computer, keyboard, and monitor.
- May require frequent standing, walking, and/or climbing and good balance; being aboard vessels; and working in a variety of weather conditions.

COURSES/POSITIONS AVAILABLE

Crowd and Crisis Management - The central objective of the course is to meet mandatory training requirements for mariners with applicable duties aboard RO-RO Passenger vessels and other ships.

3-day course offered up to 6 times per year – One instructor per class - This course can occur on weekends.

Electronic Chart Display Information Systems (ECDIS) - The course will allow for 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.

40-hour course offered in May, June, July, and/or August – One instructor per class.

Fast Rescue Boat – This course teaches the fundamentals of fast rescue to fire departments, companies, and individuals who work with fast rescue craft. Topics include operation of a fast rescue boat engine; the correct use of all location devices; and how to carry out search patterns.

4-day course offered up to twelve times per year – Could be consecutive days or over the course of two weekends – One to Two instructor(s) per class depending on class size.

Inert Gas Systems & Crude Oil Washing – Students will develop a fundamental understanding of the shipboard systems associated with the design and safe operations of inert gas and crude oil wash systems aboard tankers. This course introduces students to the science, design, and safety features of the IGS/COW systems, and the applicable science, mechanics, operational procedures, and regulations.

50-hour course offered up to 6 times per year – Two instructors per class – This course could occur on weekends.

ISO, ISM, and Designated Person Ashore – A study of ISO 9000 and 14000, ISM Maritime Auditing, and Designated Person Ashore consultancy skills training to individuals pursuing auditing and/or landside marine experience.

40-hour course offered up to 6 times per year – One instructor per class.

Radar Observer (Unlimited) Recertification - For all deck license holders who are completing their 5-year license renewal.

One day (6-8 hours) a month on a rotation with other pool members – One instructor per class. This course is scheduled every third Saturday of the month – private sessions scheduled as needed.

Vessel Security Officer (VSO) – This course trains vessel personnel with and provides awareness of security responsibilities. Topics include emergencies, reporting, audits, threats, and knowledge of the ISPS code.

2-day course offered up to six times per year – One instructor per class.