

# MAINE MARITIME ACADEMY

A College of Engineering, Management, Science, and Transportation

## Class Officer

### POSITION OVERVIEW

This position is a temporary, two-year, full time position, not eligible for renewal. Employee is responsible for the professional development of the assigned regimental class as a part of the Regiment of Midshipmen, and oversees their administration. Responsibilities include creating and maintaining a company atmosphere which fosters leadership, honor, duty, courtesy and military bearing. Employee provides guidance, mentoring, counselling and supervision to the company midshipmen/officers. Employee will teach Professional Development Courses commensurate with employee's education and experience. Employee is responsible for limited Standards of Training, Certification and Watchkeeping for Seafarers (STCW) teaching requirements related to watch standing and watch team management. Employee will manage Band, Drill and Cruise MWR budgets and are responsible for report preparation.

### DUTIES

- Oversees the daily routine of assigned students.
- In association with other Student Services personnel helps to administer the regimental discipline system and assists with disciplinary boards as required.
- Assists with regimental formations, ceremonies and functions.
- Performs uniform inspections.
- Conducts student personal, academic and disciplinary counselling.
- Develops and teaches Personal Development classes and maintains related midshipmen accountability records.
- Required to participate in the annual training cruise.
- Stands Staff Watch Officer Duty.
- Coordinates and supervises ship maintenance and maintains related midshipmen accountability records with designated ship's crew.
- Prepares assigned midshipmen for cruise and monitors their pre-cruise training.
- Assists with the administration of the Academy Drug & Alcohol Testing program. Responsible for remaining current with Academy training on same.
- May participate in the student recruiting process.
- Oversees student watch performance during the academic year, enforcing standards of watch keeping and certifying STCW compliance.
- Assist with annual training cruise planning and coordination for events and services in foreign and domestic ports of call.
- Provide management and oversight of the Band and Drill Team budgets.
- Generates and maintains student academic and disciplinary records in accordance with all applicable state and federal laws (FERPA).
- Communicates with families of students or the community as appropriate.
- Ensures adherence to OSHA, NFPA and other applicable safety codes.
- Other duties may be assigned.

*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**

- Ability to effectively shepherd, train and educate college-age students and work in a student-oriented training environment
- Excellent organizational skills
- Ability to prioritize and to handle multiple projects simultaneously
- Good written, verbal and interpersonal skills required; ability to interact with all levels of staff including management
- Strong customer service skills, ability to speak with outside constituents to include parents
- Professional presentation, appearance and work ethic
- Ability to work irregular / extended hours/weeks, including night and weekend duties as required
- Sufficient computer skills to operate shipboard and other automated systems
- Knowledge of Windows Microsoft Office Suite
- Flexibility

## **QUALIFICATIONS**

- Bachelor's Degree preferred and/or ability and willingness to obtain Bachelor's Degree within two years of hire.
- Evidence of successful completion of leadership/management training preferred
- Prior teaching/education experience preferred
- Criminal background clearance required
- Must be able to obtain: Merchant Mariner Credential, TWIC, US Passport
- Five years in a leadership role preferred.

## **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.
- Lifting, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, and pulling are required frequently
- The work environment while onboard ship includes extremes in weather conditions, rough seas and occasional loud mechanical noises
- Tobacco-free campus

Maine Maritime Academy Position Factor Evaluation

Job Title: Class Officer Job Code: \_\_\_\_\_  
 Wage Grade: 19 Total Points: 452

	<u>Factor</u>	<u>Degree</u>	<u>Points</u>
1	Knowledge and Skill	5	180
2	Effort		
	I. Mental and Visual Effort	5	40
	II. Physical Effort	4	40
3	Responsibility for Cost Control	2	16
4	Responsibility for Others		
	I. Injury to Others	5	40
	II. Supervisory Responsibility	3	24
	III. Sensitive Information and Records	4	32
5	Working Conditions	4	40
6	Responsibility for External and Internal Relations	5	40