

# MAINE MARITIME ACADEMY

A College of Engineering, Management, Science, and Transportation

## Continuing Education Subchapter M Course Developer

### POSITION OVERVIEW

Seeking person to develop the Subchapter M course for the Continuing Education Department. Individual would develop a U.S. Coast Guard recognized curriculum and complete the course proposal along with supporting classroom teaching reference materials such as lecture presentations, student manuals, demonstrations, and other related course materials that may apply. Course must be submitted and approved by USCG within one year of hire,

### DUTIES

- Develop course relevant to Subchapter M auditing.
- Assist in the development of learning materials for courses.
- Work with Continuing Education Department to create all classroom materials required.

### ESSENTIAL SKILLS

- Experience in the development of USCG approved courses.
- Knowledge of renewal updates and language of courses.
- Ability to write clearly and tailor communication style to meet the needs of the recipient.
- Ability to take direction.
- Ability to work independently.
- Excellent organizational and communication skills are essential.

### MINIMUM QUALIFICATIONS

- Proficiency and experience in the relevant subject matter is required.
- Expertise in auditing, past or present, is required.
- History in USCG approved course development is preferred.

### SPECIAL CONDITIONS

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

### PHYSICAL/ENVIRONMENTAL FACTORS

- Require use of computer, keyboard, and monitor.
- Work may be completed remotely.

### COURSES AVAILABLE

**Subchapter M (24 hours):** This course is to provide training for those seeking Subchapter M certification. Course will go in depth with discussion around surveyor obligations, report writing, and related for those who are looking to become a Third Party Surveyor for annual surveys on towing vessels.

Compensation \$7,200\*.

\*Half will be paid following submission of the course, presentations, and related course materials to CED for submission to the USCG. The remaining half will be paid after CED receives approval from the USCG. Any errors or other issues identified will be forwarded to the developer for revision until USCG approval is granted.