

MAINE MARITIME ACADEMY

A College of Engineering, Management, Science, and Transportation

Marine Transportation Operations Cadet Shipping Deck Coordinator

The Marine Transportation Operations (MTO) Cadet Shipping Deck Coordinator position is a part-time, one-year appointment that runs from January 1 to December 31 each year. Cadet Shipping Deck is a field experience on appropriate commercial maritime vessels for students enrolled in the U. S. Coast Guard approved Unlimited Mate license program. The person appointed to this position is responsible for the academic aspects of the course and works with the Director of Cadet Shipping to assist students with the Cadet Shipping Deck course in the Marine Transportation Operations curriculum. The Marine Transportation Operations Cadet Shipping Deck Coordinator is responsible for the following:

1. Revise and update the Deck Sea Project Manual in time for distribution in April. Substantive revisions are to be done with the advice and consent of the Marine Transportation Operations Department Chair.
2. Collaborate and provide technical assistance to the Director of Cadet Shipping as necessary. This may include the following:
 - Participate in cadet shipping meetings.
 - Assist maintaining the course CANVAS pages.
 - Be available during the summer to answer student questions regarding their projects.
 - Assist in making judgments about students' academic preparedness and sea time requirements.
 - Help with locating and evaluating new cadet shipping sponsors
 - Advise on technical issues.
3. Consult with industry officials on cadet shipping matters as needed.
4. Read and grade with comments each completed student Sea Project, and review results with students. Meet with each student at the end of the field experience period for a debriefing with written comments on the written project or report.
5. As this course is a prerequisite, grades, based on the debriefing and evaluations from the employers, must be submitted to the Registrar before the registration period. Coordination with the Registrar is necessary.
6. Provide support and evaluation for students who undertake this experience during the fall, winter and/or spring semesters similar to that provided for summer cadet shipping students.
7. Serve as a member of the Training Committee.

QUALIFICATIONS

1. Background/experience in teaching courses in Marine Transportation Operations, or
2. Hold a valid Coast Guard license as an unlimited Third Mate or above, or
3. Possess recent experience in commercial maritime shipping in either active or observer status.

COMPENSATION

The stipend will be as per the faculty contract for fully graded in their respective course regardless of student pass/fail.

- Coordinators will be paid after student conferences are completed, course grades are received by the Registrar's Office, and verified by the Dean's Office to Payroll.