

MAINE MARITIME ACADEMY

A College of Engineering, Management, Science, and Transportation

International Business and Logistics Co-op Educational Experience Coordinator

The International Business and Logistics (IBL) Co-op Educational Experience Coordinator position is a one-year appointment that runs from January 1 to December 31 of each year. Co-op Educational Experience in IBL is a communications intensive course with a project focus conducted at an appropriate business, organization, warehouse or terminal. The person appointed to this position works with the Cooperative Education Coordinator to assist students with the Co-op Educational Experience in IBL course in the International Business and Logistics curriculum. The International Business and Logistics Co-op Educational Experience Coordinator is responsible for the following:

1. Provide technical assistance to the Cooperative Education Coordinator as necessary. This may include the following:
 - revise the course milestones and syllabus
 - participate in milestone preparation meetings and events, including meetings with students
 - assist in making judgements about students' academic preparedness
 - help with locating and evaluating new sponsors or host companies
 - help with collection of student documentation forms
 - assist in placement of students in internship positions
 - advise on technical issues
2. Formally approve each student's work plans by June for summer internships using the Field Experience Approval Form, or week 5 of the Fall or Spring semester for fall or spring semester internships.
3. Consult with host site officials as needed.
4. Visit a sample of the host sites to evaluate student progress, evaluate suitability of the site as an appropriate experience, and redirect student efforts if needed. Each visit should include meetings with student(s) and supervisor(s). Travel will normally be limited to the New England states. The Academy will reimburse normal travel expenses that have been approved in advance following the guidelines of the Business Office.
5. For host sites that are not visited, attempt to conduct telephone interviews with both students and supervisors.
6. By August 31 submit a written report to the Cooperative Education Coordinator, the Director of Career Services and the Chair of the Loeb-Sullivan School of International Business and Logistics on site visits and telephone interviews with supervisors of students. This report is to be on student performance and appropriateness of sites.
7. Written assessments to be graded with comments include: weekly activity reports, drafts of certain parts of the report and the final report. Timely feedback to students on submitted work throughout the field experience is expected. Meet with each student at the end of the work period for a debriefing with comments on the written project or report.
8. 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 for the next course. Coordination with the Registrar is necessary.
9. Provide support and evaluation for students who work in this field experience during the fall and/or spring semesters similar to the assistance provided for summer internship students.

QUALIFICATIONS

1. At least two years background/experience in teaching courses in international business or logistics at the University level, or
2. At least seven years relevant experience in business and/or logistics.
3. Masters' degree or higher in business or logistics-related field required.

COMPENSATION

A stipend based on the number of student grades submitted for the course is paid at a rate in accordance with the most recent faculty collective bargaining agreement. The stipend is paid after student conferences are completed, course grades are received by the Registrar's Office, and verified by the Provost / Academic Dean's Office to Payroll.