

MAINE MARITIME ACADEMY

A College of Engineering, Management, Science, and Transportation

Director, Center for Professional Mariner Development

CENTER FOR PROFESSIONAL MARINER DEVELOPMENT (CPMD)

The CPMD is a new start-up venture of the Academy, located on a satellite campus in a newly acquired facility in Bucksport, Maine. Development will occur in planned stages, phased in response to market depends and the Director will have significant responsibility for the Center's evolution. The Center will initially offer seafarers training for maintaining their credentials or renewing or advancing their license. There are also non-maritime related courses for those looking to advance their careers. It is envisioned that over time the Center will expand its program to include a variety of simulators and training apparatus for firefighting, helicopter evacuation, open ocean survival, and dynamic positioning, etc., as well as maritime-relevant research and innovation. The building housing the Center includes, classrooms and offices, and other functional spaces that can be used for ancillary projects and entrepreneurial ventures.

POSITION OVERVIEW

Reporting to the Vice President of Finance and Administrative Services, this employee is responsible for the all aspects of management and development of the Center for Professional Mariner Development (CPMD). This is to include developing and offering courses associated with U.S. Coast Guard Standards of Training, Certification and Watchkeeping for Seafarers (STCW). This position will work with local and national businesses as well as regulatory agencies to guide curriculum development decisions and to make recommendations as to future development of CPMD. This position will also develop contracts and equipment RFP's in conjunction with the established purchasing program and will recommend contract awards to the Academy's administration. Importantly, this position will oversee business development, marketing and branding to foster business relationships with civil and commercial customer bases ensuring that CPMD is competitive in the national and international maritime training, research and innovation markets. This is an exempt, full-time, benefits-eligible confidential staff appointment. Salary based upon qualifications and experience.

DUTIES

- Oversees staff and manages the training facility providing STCW and other maritime related safety courses.
- Directs development and incorporation of new courses.
- Develops business cases for CPMD expansion into other areas of maritime training and innovation.
- Oversees business development including marketing and branding in other relevant sectors.
- Implements and executes current site development plans for CPMD.
- Coordinates specifications for building site with Academy stakeholders.

- Works with architects and construction firms on developing requirements and writing Requests for Proposals (RFP).
- Provides recommendations on contract awarding.
- Overseas construction efforts, ensuring all aspects of the RFP are met and budgets are accurate.
- Other duties as 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 position.

SKILLS

- High degree of professionalism.
- Excellent organizational skills.
- Professional presentation, appearance and work ethic.
- Demonstrated success in managing P&L
- Ability to prioritize and to handle multiple projects simultaneously.
- Negotiation/Conflict resolution skills.
- Good written, verbal and interpersonal skills required; ability to interact with all levels of staff including management.
- Ability to maintain composure in stressful situations.
- Strong customer service skills.

PREFERRED REQUIREMENTS

- 5 years maritime training or business development experience
- MBA or equivalent
- Computer literate including Microsoft Office software
- Knowledge of STCW, IMO, and ISO
- Knowledge of USCG marine firefighting standards

SPECIAL REQUIREMENTS

- Criminal Background check required
- Tobacco-Free workplace

PHYSICAL/ENVIRONMENTAL REQUIREMENTS

- Exerting up to 30 pounds of force to move or pick-up objects
- Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like, using feet and legs and/or hands and arms
- Ability to work on project site in inclement weather
- Office setting requiring use of keyboard and computer screen
- Ability to work irregular / extended hours/weeks, including night and weekends
- Tobacco-Free