

# MAINE MARITIME ACADEMY

A College of Engineering, Management, Science, and Transportation

## Center for Professional Mariner Development Lead Instructor / Course Developer - Deck

The Center for Professional Mariner Development (“CPMD” or “Center”) is poised to become a leading light in the maritime training industry. Leveraging the academic excellence and historically proven professionalism of Maine Maritime Academy (MMA), CPMD will provide industry driven, top-notch training. The Center’s focus will not only be in the maritime field but also scale to support emergency response, municipal, federal, emerging technologies, and other field-based needs. In addition, CPMD will strategically partner with local, state, national, and international organizations to promote innovation and safety through training, cooperation and collaboration. This is a 12-month, full-time benefits eligible staff position.

### POSITION OVERVIEW

The Deck Instructor/Course Developer (“Instructor”) reports to the CPMD Director. This position will manage the deck training program of CPMD as well as be an integral member of the Center’s overall development. The Instructor will teach Coast Guard (USCG) approved deck courses and develop deck related courses as required. Other responsibilities will include working across the maritime industry and Maine Maritime Academy (MMA) to identify emerging trends, and advocate MMA’s CPMD as a premier training facility.

### DUTIES

- Teaching professional students in the area(s) allocated.
- Develop, plan, program, and teach high quality curricula satisfying STCW and other industry requirements and regulations for U.S. Coast Guard approval, utilizing International Maritime Organization format. Developed courses must be approved by USCG.
- Curricula will include development of learning materials, syllabi, lesson plans, and exams as well as maintaining records to monitor student progress, achievement and attendance.
- Analyze deck training program needs, manage planning, scheduling, budgeting and operational efficiency of the program.
- Ensuring student training is properly documented and filed for tracking purposes.
- Be an active participant in center development initiatives and support other training programs as required.
- Work with Enrollment & Marketing Manager to develop and implement a marketing plan that anticipates industry needs and generates attendance.
- Supporting industry needs is paramount and client accommodation a priority. Position may require weekends and/or evening teaching.

### ESSENTIAL SKILLS

- Teaching and public presentation experience.
- Commitment to high quality teaching and fostering a positive learning environment for students. Practical knowledge of adult learning principles, practices, and methods.
- Active listener and critical thinker to support team effort and enhance the customer experience.
- Ready to perform tasks within other aspects of the organization as needed
- Ability to build rapport with customers, team and the MMA community as a whole.

- Ability to write clearly and tailor communication style to meet the needs of the recipient.
- Ability to work collaboratively. Excellent interpersonal, organizational and communication skills are essential.
- High degree of professionalism. Ability to maintain composure in stressful situations.
- Commitment to MMA's policy of equal opportunity and the ability to work harmoniously with colleagues and students of all genders, cultures and backgrounds.

#### **QUALIFICATIONS**

- Master's degree in relevant industry related subject preferred.
- Requires knowledge as a Chief Mate or Master in the maritime field.
- Must be able to obtain U.S. Coast Guard approval to instruct STCW classes
- Proficiency and expertise in the relevant subject matter.
- Prior experience in an academic setting preferred.
- Knowledge of simulation equipment preferred
- Learning Management System proficiency.
- Online and blended learning experience preferred.

#### **SPECIAL CONDITIONS**

- Criminal background check is required
- Smoke and tobacco free campus and ships
- Frequent travel between two campuses (18 miles separate) required.

#### **PHYSICAL/ENVIRONMENTAL FACTORS**

- Typical classroom and office environment in multi-story buildings.
- Require use of computer, keyboard, and monitor.

**MMA Factor Analysis**

Job Title: CPMD Instructor Developer Job Code: 22400

Wage Grade: 22 Total Points: 490

	<u>Factor</u>	<u>Degree</u>	<u>Points</u>
1	Knowledge and Skill	7	252
2	Effort		
	I. Mental and Visual Effort	5	40
	II. Physical Effort	2	20
3	Responsibility for Cost Control	1	8
4	Responsibility for Others		
	I. Injury to Others	4	32
	II. Supervisory Responsibility	2	16
	III. Sensitive Information and Records	3	24
5	Working Conditions	5	50
6	Responsibility for External and Internal Relations	6	48

Date of last reclassification 03/2020