

MAINE MARITIME ACADEMY

A College of Engineering, Management, Science, and Transportation

Director of Career Services

POSITION OVERVIEW

Field experiences are an integral part of the academic experience at MMA. Learning in the classroom is enriched by practical experience, and practical experience enriches classroom and shipboard dialogue and ultimately enhances the return on the investment that all students make in the Academy. The Director of Career Services has overall responsibility for the Academy's placement of students into required co-op and cadet shipping internships, and for providing guidance to students and alumni in developing, evaluating and implementing career goals and job placement opportunities. The core responsibilities include: employer relations/job development; preparation of students and collaboration with on-campus stakeholders. The Director must be able to work collaboratively with industry partners as well as Academy faculty, staff, and students. This is a full-time, 12-month supervisory union position with benefits.

DUTIES

Employer Relations/Job Development:

- Coordinate and administer the cadet shipping program and oversee all other MMA co-op programs and personnel.
- Develop new and maintain current field experience positions through corporate relationships vis-à-vis site visits, job fairs, professional trade shows, and outreach to potential new field experience employers via alumni contacts, professional networking, etc.
- Organize on-campus recruiting and coordinate placement opportunities through corporate relationships, contacts, and alumni and faculty networks.
- Maintain a current and comprehensive understanding of the industries and fields applicable to all MMA students, employers, and positions.
- Liaise between students and potential employers and make appropriate referrals for students
- Create and deliver effective presentations to diverse audiences. Will represent and promote the Academy to diverse constituencies to include chief executives and industry leaders.

Preparation of Students:

- Prepare students for the field experience search and work experience through early student interaction, orientation and training. Preparation includes teaching interviewing skills, resume writing, communication skills, professional behavior and attire, ethics, and other relevant learning objectives.
- Provide guidance for students and alumni to assist in establishing academic and career goals and objectives through both individualized career advising meetings and group meetings.
- Provide occupational information and career placement resources to students via department resource library and through departmental web pages.

Collaboration with On-Campus Stakeholders:

- Provide industry feedback and strategic planning input to the Academic Dean, Department Heads and Administration on industry trends and changes in industry training needs.
- Serve on the training committee, academy council and other committees as necessary.
- Communicate regularly with faculty coordinators, ensuring the best possible field experience is provided to students.
- Oversee the hiring of all the faculty coordinators for the cadet shipping and co-op programs.
- Interface regularly with Human Resources and Payroll, submitting timely information to ensure prompt hiring and payment of Field Experience Coordinators.

Office Management:

- Supervise regular academy employees and students workers.
- Hands-on administration of office and all student, industry and MMA paperwork.
- Monitor student credit requirements and meet industry specific deadlines regarding field experience applications.
- Oversee the department online job bulletin, web page and social media and ensure they are promptly maintained.
- Protect the confidentiality of highly sensitive student information and prevent its unauthorized release.
- Gather data and prepare budgets and reports.

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 collective bargaining agreements.

REQUIREMENTS

- Bachelor's degree required; master's degree preferred.
- Knowledge and experience with the maritime transportation industry including training requirements for limited and unlimited professional mariner's licenses.
- Knowledge and experience with summer undergraduate internship placements into the power engineering, logistics, and marine science industries preferred.
- Previous work experience as a U.S. Coast Guard-licensed mariner strongly preferred.
- Knowledge of cooperative education is a plus, and excellent written and oral communication skills are expected.
- Minimum five years' work experience in any of the following areas preferred: marine/ocean science, engineering, marine transportation, or international business & logistics.

SKILLS

- Outstanding interpersonal and customer service skills including a professional, positive, and approachable demeanor.
- Public Speaking: able to create and deliver presentations in front of both large and small audiences effectively. Proficiency in computer/technology and database maintenance is necessary.

- Highly professional and ethical standards for handling confidential information, knowledge of FERPA, knowledge of EMBARC and other safety measures from MARAD and other government and regulatory agencies.
- Proficiency in computer/technology and database maintenance is necessary.
- Ability to interact with all levels of staff, faculty and students to work closely and congenially with departments across campus.
- High level of attention to detail and deadlines.
- Ability to prioritize and to handle multiple competing projects.

PHYSICAL/ENVIRONMENTAL FACTORS

- Contacts include trustees, faculty, staff, students, parents, alumni, and various external and internal constituencies;
- Work occasional nights and weekends to support department and related Academy events;
- Occasional travel to recruit corporate sponsorship, attend trade shows, and conduct site visits in marine and industrial environments;
- Frequent use of keyboard and computer screen;
- Occasionally lift and move up to 25 pounds;
- Smoke-free campus and ships;
- Criminal Background Check required.

Maine Maritime Academy Position Factor Evaluation

Job Title: Director of Career Services & Cooperative Education Job Code: 5060

Wage Grade: 25 Total Points: 542

	<u>Factor</u>	<u>Degree</u>	<u>Points</u>
1	Knowledge and Skill	7	252
2	Effort		
	I. Mental and Visual Effort	6	48
	II. Physical Effort	2	20
3	Responsibility for Cost Control	6	48
4	Responsibility for Others		
	I. Injury to Others	3	24
	II. Supervisory Responsibility	4	32
	III. Sensitive Information and Records	4	32
5	Working Conditions	3	30
6	Responsibility for External and Internal Relations	7	56

Date of last reclassification 06/2022