

MAINE MARITIME ACADEMY

A College of Engineering, Management, Science, and Transportation

Field Experience Coordinator

(Commercial Shipping – Cadet Shipping, Small Vessel Operations, Vessel Operations and Technology)

POSITION OVERVIEW

Reporting to the Director of Career Services, the incumbent coordinates and assists with all aspects of the Commercial Shipping process. Additionally, the incumbent coordinates, organizes and oversees details for on-campus career fairs; and organizes administrative, logistical and financial responsibilities for the department. Responsible for marketing MMA and its' students to potential employers. The Field Experience Coordinator works with students and employers, developing and maintaining partnerships to facilitate field experience and commercial shipping opportunities for Maine Maritime Academy students and alumni. Represents licensed tracked majors at the Academy when conducting student and employer outreach. The incumbent also processes and maintains data and reports regarding same. This position is a full-time, salaried position eligible for benefits of a union staff position.

DUTIES

- Coordinate/devise/implement commercial shipping field experience programs; counsel students seeking field experience opportunities, act as liaison between students and companies, ensuring all information and documentation required is provided.
- Conduct targeted employer outreach, developing and maintaining organizational relationships and contacts.
- Plan and coordinate services provided by the department including but not limited to: Career Fairs, Advisory Boards, Employer Presentations, and visits.
- Provide administrative, fiscal and logistical direction, assistance, coordination and oversight for all aspects of the institution's Cadet Shipping program.
- Responsible for the review, the organization and the secure online management of thousands of documents provided by students including official government documentation, medical records, and FERPA protected confidential information.
- Provide career services support to alumni looking to hire/fill positions or alumni searching for employment.
- Work directly with the Director of Career Services on planning and execution of office initiatives.
- Develop professional relationships with students, faculty, staff, alumni, and industry professionals to grow constituent base.
- Assist in the collection and maintenance of career outcomes data, prepare reports as required.
- Provide assistance for students planning and preparing for their field experiences and employment searches.
- Assist with departmental marketing needs and publication materials.
- Coordinate the hiring of faculty, act as liaison to HR and Payroll ensuring timely submission of job postings and hiring paperwork.
- Handle all financial and gift-in-kind sponsorships in support of MMA's presence and alumni reception event at the conference.
- Responsible for managing Career Services online accounts, to include editing visual and written content in coordination with Communications Department
- Maintain personal and corporate information in database.
- Supervise both students and part-time employee, to include approval and submission of time to payroll
- Other related 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 collective bargaining agreements.

REQUIREMENTS

- Bachelors' degree preferred or a minimum of six years significant administrative or managerial experience in career services.
- Knowledge of FERPA.
- Professional 3-5 years of industry-specific or comparable work experience preferred.
- Understanding of the Academy's mission and regimental structure preferred.
- Familiarity with or knowledge of organizations and industries that employ MMA graduates.
- Intermediate to advanced proficiency in Microsoft office suite.
- Knowledge of and ability to use other educational software, such as PowerCampus.
- Ability to learn and utilize new software and career services platforms.

SKILLS

- Outstanding interpersonal skills, including professional, positive, and approachable demeanor.
- Ability to maintain the confidentiality of student records.
- Ability to embrace the school's mission.
- Highly professional, ethical standards for handling sensitive situations.
- Excellent oral and written communication skills.
- Excellent computer skills.
- Ability to interact with all levels of staff, to work closely and congenially with departments across campus.
- Strong attention to detail.
- Ability to prioritize and to handle multiple competing projects.

PHYSICAL/ENVIRONMENTAL FACTORS

- Contacts include faculty, staff, students, parents, alumni, and various external and internal constituencies.
- Will 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 lifts and moves up to 25 pounds.

SPECIAL CONDITIONS

- Smoke and Tobacco-free employer.
- Criminal background check required.