

# MAINE MARITIME ACADEMY

A College of Engineering, Management, Science, and Transportation

## **Adjunct Faculty Position Loeb-Sullivan School of International Business & Logistics BA651 – Port and Terminal Operations**

### **POSITION OVERVIEW**

This document describes duties that the Academy expects of adjunct faculty members. Adjunct faculty are non-permanent, temporary faculty who are hired on a semester by semester basis.

This current opening is expected to teach 4 credit hours at the graduate level in the Fall 2022 Track 2 beginning in mid-October.

### **BA651 – Port and Terminal Operations**

This course introduces production/operations management used in manufacturing and heavy industry with emphasis on the heavy, shipbuilding and general manufacturing industry. The focus of the course is on operations in manufacturing and some topics it will cover are integrated design, program management, process selection and analysis, lean operations, quality systems, total quality management, facilities management, capacity planning and project planning and scheduling.

### **TEACHING**

Teaching responsibilities include time spent in the online classroom and in immediate preparation for teaching; creating and recording online lectures; maintaining and improving competence in subjects being taught; preparing contemporary teaching materials and content for an online graduate course; managing online discussions; interacting with students on course materials; directing individual and/or group studies and practica; reviewing written examinations and papers; evaluating presentations; and assigning grades according to existing Academy policy.

### **OTHER ASPECTS OF FACULTY PERFORMANCE**

Collegiality, as well as professional and ethical conduct, enhances teaching, learning and the general reputation of all persons in the academy. Therefore, all faculty members are expected to serve in a collegial fashion and in accordance with professional and ethical principles when dealing with other faculty members, students, administrators, and members of the public.

### **DUTIES**

- Teach at graduate level in areas allocated by the Department Chair of the Loeb-Sullivan School and reviewed from time to time by this Chair.
- Contribute to the development, planning and implementation of a high quality curriculum.
- Assist in the development of learning materials, by preparing syllabus, lesson plans and maintaining records to monitor student progress, achievement and attendance.
- Participate in the development, administration and marking of exams and other assessments such as but not limited to written papers, discussion posts, and oral presentations.
- Provide advice and support to students.
- Inform students of their progress by promptly returning assignments, quizzes, papers, presentations, and exams within seven days of due date.
- Actively participate in weekly discussions at least four times each week; prepare and upload relevant course content at the beginning of each week.

**ESSENTIAL SKILLS**

- Teaching and other forms of public presentation.
- Proven record of ability to supervise academic work by undergraduates or graduate students.
- Proven record of ability to manage time and work to strict deadlines.
- Ability to write clearly and tailor communication style to meet the needs of the recipient.
- Commitment to high quality teaching and fostering a positive learning environment for students
- Commitment to MMA's policy of equal opportunity and the ability to work harmoniously with colleagues and students of all genders, cultures and backgrounds
- Excellent interpersonal, organizational and communication skills are essential
- Ability to maintain composure in stressful situations
- High degree of professionalism
- Demonstrated integrity and ability to maintain confidentiality

**MINIMUM QUALIFICATIONS**

- Masters degree or higher from an accredited institution or the highest degree appropriate in Logistics, Supply Chain, or related business field. A bachelor's degree may be acceptable providing candidate possesses a valid and current U.S. Custom's Brokers License.
- 7 or more years of demonstrated record of achievement in the international logistics or supply chain industry with emphasis on US import/export procedures and custom compliance, or teaching in the same field.
- Membership in relevant professional organization(s).

**SPECIAL CONDITIONS**

- Background check is required
- Must present original copies of transcripts
- Tobacco-free campus