

MAINE MARITIME ACADEMY

A College of Engineering, Management, Science, and Transportation

Field Experience Coordinator (Shoreside)

(Power Engineering, International Business/Logistics, Marine Science/Biology)

POSITION OVERVIEW

Reporting to the Director of Career Services, the incumbent coordinates and assists with all aspects of student field experiences as they relate to the power industry, business and logistics and marine science. The incumbent coordinates, organizes and works with students and employers, developing and maintaining partnerships to facilitate field experience and opportunities for Maine Maritime Academy students and alumni. Represents non-maritime licensed tracked majors at the Academy when conducting student and employer outreach. This position is a full-time, salaried position eligible for benefits of a union staff position.

DUTIES

- Assist coordinating/implementing 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.
- Assist with planning and implementation of service provided by the Office of Career including but not limited to, Career Fairs, Advisory Boards, Employer Presentations, and visits.
- 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.
- Assist collecting data using from students, alumni, and employers regarding career outcomes.
- 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.
- Responsible for managing Career Services online accounts.
- Maintain a corporate information database
- 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.

PREFERRED REQUIREMENTS

- High School diploma required; Bachelor's degree preferred or a minimum of six years significant administrative or managerial experience in career services.
- Professional 3-5 years of industry-specific or comparable work experience.
- Understanding of the Academy's mission and regimental structure.
- Familiarity with organizations which hire the Academy graduates.
- Knowledge of the industries in which MMA graduates are employed.
- Proficient in Microsoft office suite.
- 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, including proficiency in Microsoft Office Suite.
- Ability to interact with all levels of staff and 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 lift and move up to 25 pounds.

SPECIAL CONDITIONS

- Smoke and Tabaco-free employer

- Criminal background check required.

Maine Maritime Academy Position Factor Evaluation			
	Job Title: Field Experience Coordinator (Shoreside)	Job Code:	
	Wage Grade: 19	Total Points: 450	
	Factor	Degree	Points
1	Knowledge and Skill	6	216
2	Effort		
	A. Mental and Visual Effort	5	40
	B. Physical Effort	2	20
3	Responsibility for Cost Control	3	24
4	Responsibility for Others		
	A. Injury to Others	1	8
	B. Supervisory Responsibility	4	32
	C. Sensitive Information and Records	4	32
5	Working Conditions	3	30
6	Responsibility for External and Internal Relations	6	48
	Date of last reclassification: 2020-04-27		