

MAINE MARITIME ACADEMY

A College of Engineering, Management, Science, and Transportation

Ocean Studies Department Adjunct Laboratory Faculty – Fall 2023

POSITION OVERVIEW

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

COURSE DESCRIPTION

OC101: Introduction to Ocean Science lab (OC 101L), and its separate associated lecture course, is designed for non-science majors. The course provides an introduction to the concepts of physical, geological, chemical, and biological ocean science for non-science majors. This course supports the marine license program requirements to meet the Standards for Training, Certification and Watchkeeping (STCW). The course may have embedded assessment requirements that must be completed in addition to the class requirements. Lab. 2.

TEACHING

The Ocean Studies Department at Maine Maritime Academy invites applications for Adjunct Laboratory faculty for a course in Introduction to Ocean Science. The successful candidate will teach laboratory sections of OC101: Introduction to Ocean Science, a one-semester non-majors oceanography. Teaching responsibilities include time spent in the laboratory instructing and assisting students in introductory level laboratory techniques and exercises, and in immediate preparation for these; maintaining and improving competence in subjects being taught; conferring with students on course materials; directing individual and group studies; reviewing and grading written worksheet exercises and other laboratory assignments; and assigning grades according to existing Academy policy.

For a full job description and application information see: <http://mainemaritime.edu/about-mma/employment-at-mma>. Applicants must submit (1) a cover letter that highlights their qualifications for the position, teaching interests and experience; (2) a current curriculum vita; (3) names and contact information (mailing address, phone number and email address) for three professional references. Screening of applicants will begin 25 April 2022 and will continue until the position is filled. This position is anticipated to be a one-semester position for the Fall semester of 2022. Maine Maritime values diversity and is committed to equal opportunity in employment.

DUTIES

- Teach at the undergraduate level laboratories in an introductory survey course in oceanography for non-majors.
- Develop learning materials, prepare assessments, and maintain records to monitor student progress, achievement, and attendance.
- Inform students of their progress by promptly returning assignments, quizzes, papers, and exams.
- Maintain one's own continuing professional development.
- Maintain an awareness and observation of fire and health and safety regulations.

ESSENTIAL SKILLS

- Commitment to high-quality teaching and fostering a positive learning environment for all students.
- Excellent interpersonal, organizational, and communication skills.
- Ability to supervise academic work by undergraduate students.
- Ability to manage time and work to strict deadlines.
- Ability to work collaboratively.
- Commitment to continuous professional development.
- Demonstrated integrity and ability to maintain confidentiality.
- Ability to adapt to changing priorities and conditions.

MINIMUM QUALIFICATIONS

- Bachelor's degree, or equivalent, from an accredited institution in a natural science such as marine science, biology, chemistry, or related field.
- Successful completion of at least 1 year of undergraduate introductory course material in a field associated with the specific lab course assigned; successful completion of more advanced subject matter courses (e.g. physical oceanography, marine chemistry, organic chemistry, physical chemistry, etc.) highly desirable.
- At least 3 years of lab-based experience, may include undergraduate lab-based coursework.

SPECIAL CONDITIONS

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