

# MAINE MARITIME ACADEMY

A College of Engineering, Management, Science, and Transportation

## **Adjunct Faculty Position – Undergraduate Program: MA332 – Business Law**

### **POSITION OVERVIEW**

Adjunct faculty are non-permanent, temporary faculty who are hired on a semester-by-semester basis. This opening is expected to teach a 3-credit hours course(s) in the **Fall 2024 Semester** from late August to mid-December. Current schedule is for Tuesday nights (subject to change). This is an undergraduate level in-person course taught on the MMA campus in Castine, Maine. The successful candidate will develop and deliver course material utilizing a variety of interactive tools and discussions.

### **COURSE DESCRIPTION**

Course will examine elements of business law including its ethics and the U.S. judicial system. Topics to be covered include contract and employment law, business regulations, and corporate governance issues, and related case studies.

### **DUTIES**

- Teach at undergraduate level in areas allocated by the Dean of the Loeb-Sullivan School.
- Contribute to the development, planning and implementation of a high-quality curriculum.
- Assist in the development of learning materials, by preparing syllabus and lesson plans and maintaining records to monitor student progress, achievement and attendance.
- Participate in the development, administration and marking of exams, papers, presentations, and other assessments.
- Provide advice and support to students.
- Inform students of their progress by promptly returning assignments, quizzes, papers and exams

### **ESSENTIAL SKILLS**

- Teaching and other forms of public presentation.
- Proven record of ability to supervise academic work by 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.
- Ability to work collaboratively.
- 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**

- A JD from an accredited institution in law with a minimum of 5 years of direct industry related experience are required. A doctorate and a minimum of 5 years teaching in higher education are preferred.

**SPECIAL CONDITIONS**

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