

# MAINE MARITIME ACADEMY

A College of Engineering, Management, Science, and Transportation

## **In-Person Adjunct Faculty Position – Undergraduate Program: MA101 – Introduction to Business and Supply Chain Management**

### **POSITION OVERVIEW – IN PERSON COURSE INSTRUCTION**

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 **Spring 2025 Semester** from mid-January to early May. Most recent schedule is for Monday, Wednesday, and Friday early morning (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**

A foundation course that provides an overview of the fundamentals of business management in the context of global logistics and supply chain. It includes a conceptual framework for the managerial functions and challenges within and between companies in the creation and distribution of tangible goods, as well as the nature of contemporary business, current issues, and career opportunities.

### **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**

- An MBA or MS from an accredited institution in management or supply chain management, or similar related field(s) and 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