

# MAINE MARITIME ACADEMY

A College of Engineering, Management, Science, and Transportation

**Director of Industrial Training & Apprenticeships  
Advanced BIW Shipbuilding & Marine Operations Program**

## **POSITION OVERVIEW**

This document describes the duties and expectations of the Director of Industrial Training & Apprenticeships for the Advanced BIW Shipbuilding and Marine Operations Program. These may change with each academic year, through discussions between you and your supervisor(s). You will be reviewed and evaluated based on how well you perform these duties.

This position is located at Maine Maritime Academy's (MMA) Maritime Industrial Workforce Development Training Center in Brunswick Maine. The anticipated start date is May 9, 2025, although there is some flexibility to schedule an earlier or later date. The Director reports to the Dean of Continuing Education and Online Programs.

The Director will lead the development, execution, and expansion of MMA's Advanced BIW Shipbuilding and Marine Operations Program, a maritime-focused regional industrial trades training facility supporting the maritime industrial based workforce and hundreds of manufacturers nationally.

**The ideal candidate should possess an understanding of workforce development associated with industries associated with shipbuilding and marine operations. A background writing and managing grants related to these activities is essential for this position.**

## **PRIMARY DUTIES**

Oversee the design, construction, and implementation of the Brunswick, Maine training center facility, including the acquisition of technical equipment, management of general contractors and tenants, and the development of state-of-the-art training infrastructure.

Once fully operational, the Director will oversee all industrial training and apprenticeship programs, ensuring they align with industry demand, lead to quality employment outcomes, and support long-term workforce development in maritime, manufacturing, and defense-related trades. The Director will analyze the training program needs, manage planning, scheduling, budgeting and operational efficiency of the Advanced BIW Shipbuilding and Marine Operations Program.

The role requires close collaboration with industry partners to develop talent pipelines, manage curriculum and instruction, and place graduates into skilled trade careers.

## **OTHER ASPECTS OF PERFORMANCE:**

### **Facility Development & Operations (Brunswick location)**

- Lead the establishment of a regional maritime trades training facility from inception to full operation.
- Oversee facility construction, acquisition of technical equipment and machinery, and infrastructure development.

- Manage general contractors, vendors, and renters to ensure efficient operations.
- Ensure facility compliance with regulatory and industry standards for technical training.
- Develop and implement policies for facility use, maintenance, and safety.

### **Leadership of Industrial Training & Apprenticeships (Brunswick and Castine locations)**

- Direct the execution, evaluation, and refinement of training and apprenticeship programs.
- Provide guidance for curriculum development, instruction, student progress tracking, and training execution across multiple trade disciplines.
- Align training programs with industry needs, DoD workforce objectives, and employer demand.
- Scale training programs to support the evolving needs of the maritime industrial base.
- Maintain accreditation, certification, and compliance with relevant industry standards.

### **Talent Pipeline Development & Industry Partnerships (Brunswick and Castine locations)**

- Forge strong relationships with shipbuilders, defense contractors, maritime manufacturers, and government agencies to develop workforce pipelines.
- Partner with employers to ensure training programs produce skilled tradespeople ready for employment.
- Facilitate industry engagement in program design, apprenticeships, and career placement initiatives.
- Advocate for workforce policies and funding that support maritime trades education and workforce development.

### **Student Recruitment, Placement & Career Advancement (State-wide or regionally)**

- Drive recruitment initiatives targeting high school graduates, career changers, and military veterans seeking trades careers.
- Oversee career placement efforts, ensuring graduates secure employment in high-demand maritime and defense trades.
- Develop pre-apprenticeship and apprenticeship models that seamlessly transition trainees into long-term careers.

### **Financial & Grant Management (Working remotely)**

- Secure and manage grants, contracts, and funding sources to sustain and expand training programs.
- Oversee budgeting, financial reporting, and resource allocation for training facility operations.
- Ensure compliance with grant requirements and industry partner agreements.

### **ESSENTIAL SKILLS**

- Knowledge of subject matter
- Teaching and/or public presentation experience.
- Commitment to high quality teaching and fostering a positive learning environment for students. Practical knowledge of adult learning principles, practices, and methods.

- Active listener and critical thinker to support team effort and enhance the customer experience.
- Ready to perform tasks within other aspects of the organization as needed
- Ability to build rapport with customers, team and the MMA community as a whole.
- Ability to write clearly and tailor communication style to meet the needs of the recipient
- Ability to work collaboratively. Excellent interpersonal, organizational and communication skills are essential.
- Proven record of ability to manage time and work to strict deadlines.
- 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.
- Demonstrated ability to adapt to changing priorities and conditions.
- Commitment to MMA's policy of equal opportunity and the ability to work harmoniously with colleagues and students of all genders, cultures and backgrounds.

## **QUALIFICATIONS**

- Master's degree in relevant industry related subject preferred, however, relevant education and workplace experience and proficiency in subject matter is considered invaluable for this position and may be substituted.
- Proficiency and expertise in the relevant subject matter including data tools, mathematics, business, engineering, transportation, and ocean studies.
- Five years or more of leadership experience in workforce training, trades education, or maritime/defense industry.
- Proven track record in facility development, technical training program management, and partnership building.
- Expertise in apprenticeships, curriculum development, and trade certifications.
- Strong knowledge of DoD workforce initiatives, maritime manufacturing, and defense sector employment needs.
- Experience managing construction projects, capital equipment procurement, and facility operations.
- Strong leadership, communication, and strategic planning skills.
- Prior experience in an academic setting preferred.
- Knowledge of simulation equipment preferred.
- Learning Management System proficiency preferred.
- Online and blended learning experience preferred.

## **SPECIAL CONDITIONS**

- Background check is required
- Random Drug Testing for USCG licensed personnel
- Tobacco-free campus