

MAINE MARITIME ACADEMY

A College of Engineering, Management, Science, and Transportation

Chief Operating Officer

POSITION OVERVIEW

This position reports directly to the President of Maine Maritime Academy, with responsibility to provide strategic leadership, direction, and management for operational activities of Maine Maritime Academy. The incumbent will plan, direct and/or coordinate operational activities to carry out initiatives and projects to completion with the help of vice presidents, other executive staff, and department managers. The Chief Operating Officer supports the President in strategic analysis and planning, including advising the President on the operational and fiscal impact of planning alternatives. Incumbent will evaluate and offer strategic advice on the impact of the introduction of new programs and strategies.

DUTIES

- Serves as principal aide and executive officer to the President including managing day to day administrative and internal operational functions of the Academy; supports the President in dealing with topics important to faculty, staff, students, and public affairs; directly handles matters of institutional importance on behalf of the President, as appropriate.
- Prepares and contributes to the preparation of reports, briefings, presentations, and responses on institutional and strategic issues, as appropriate.
- Oversight of Castine, Brunswick, Penobscot, and Bucksport properties.
- Participates with the President and other senior officers in institutional planning, policy development, and problem resolution.
- Serves as a member of the senior leadership team and leads meetings of the leadership team at the direction of the president in the absence of the President.
- When designated by the President while the President is away from campus, serves as the officer in charge subject to the direction of the President. Represent the President with external organizations as appropriate.
- Management of staff assigned as necessary.
- Manage large scale projects of the Academy on time and budget.
- Interface with local, state, and national government agencies.
- Serves as Designated Person for training vessel.

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.

KNOWLEDGE, SKILLS AND ABILITIES

1. Knowledge of the goals, objectives, structure, and operations of a Maritime College.
2. Knowledge of organizational structure, workflow, and operating procedures
3. Understanding of workforce development initiatives.

4. Knowledge and understanding of institutional policies and procedures and the regulatory environment within which they operate.
5. Knowledge of continuing education and workforce development.
6. Experience in Enrollment, Fundraising, or Maritime business sector.
7. Knowledge of organizational structure, workflow, and operating procedures of the organization.
8. Knowledge and understanding of institutional policies and procedures and the regulatory environment within which they operate.
9. Ability to diagnose problems quickly and have foresight into potential issues.
10. Personal integrity.
11. Exceptional interpersonal skills and the ability to interact effectively with academic leadership, faculty, community leadership, and funding agencies.
12. Knowledge of DOD, DOT, and DOE at the federal level.
13. Strong analytical and critical thinking skills and the ability to analyze, summarize, and effectively present data.
14. Advanced verbal and written communication skills and the ability to present effectively to small and large groups.
15. Strong interpersonal skills and the ability to effectively work with a wide range of individuals and constituencies in a diverse community.
16. Ability to foster a cooperative work environment.
17. Ability to perform complex tasks and to prioritize multiple projects.

QUALIFICATIONS

- Master's degree or similar experience, preferably in Maritime related field.
- 5+ years' experience in executive leadership position.
- Network of higher education, maritime or defense industry relationships preferred.
- Experience with trends and performance metrics of MMA graduates in the private sector.
- Experience with leading and building consensus amongst diverse groups of people.
- Strong knowledge of financial statements, budgeting, and forecasting.

SPECIAL CONDITIONS

- Background check is required.
- Tobacco-free campus.

PHYSICAL/ENVIRONMENTAL REQUIREMENTS

- Sitting/computer keyboard manipulation/computer screen
- MMA is a tobacco-free campus
- Close office setting
- Occasional travel