

MAINE MARITIME ACADEMY

A College of Engineering, Management, Science, and Transportation

Chief of Staff

POSITION OVERVIEW

This position reports directly to the President of Maine Maritime Academy, with responsibility to provide direction and management for operational activities of Maine Maritime Academy. The incumbent will oversee and coordinate operations to complete projects and initiatives, working with vice presidents, executive staff, and department managers. The Chief of Staff supports the President in execution of the strategic plan, including advising the President on the operational and fiscal impact of planning alternatives. The incumbent will assess the effects of innovative programs and strategies, providing strategic recommendations based on their findings.

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.
- Manages execution and documentation of the Strategic Plan.
- Prepares and contributes to the preparation of reports, briefings, presentations, and responses on institutional and strategic issues, as appropriate.
- Manages TSSOM ship management activities with Master and Chief Engineer, supporting crewing, operations, coordination, safety, statutory compliance, scheduling/long range planning, special projects and policy implementation.
- Manages deliverables, documentation requests and compliance with the terms outlined the Memorandum of Agreement (MOA) between the United States of America Department of Transportation Maritime Administration and the Academy.
- Communicates effectively with regulatory agencies having authority over MMA operations.
- Oversight of Castine, Brunswick, Penobscot, and Bucksport properties, including site visitations and event support.
- 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.

- Serves as a member of the Academy emergency response team at the direction 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.
- Manages assigned staff as needed.
- Manages large scale projects of the Academy on time and budget.
- Assists HR with recruitment, interviews and hiring process for key staff, as requested.
- Interfaces with local, state, and national government agencies.
- Participates in community outreach activities pertaining to vessel planning and operations in support of the Academy's mission, as directed.
- When directed, represents the Academy at regulatory body hearings, insurance matters and other meetings pertaining to Academy marine interests.
- Attends MMA Industry Advisory Committee meetings for improvement including efficiency and keeping MMA offerings consistent with the industries served.
- Serves as Designated Person Ashore (DPA) for training vessel.
- Serves as Company Security Officer (CSO)
- Provides strong leadership for safety, protection of the environment and collegial harassment-free work environment.

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 extra duties to employees as allowed by 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 of the organization.
3. Understanding of workforce development initiatives.
4. Knowledge and understanding of institutional policies and procedures and the regulatory environment within which they operate.
5. Experience in Enrollment, Fundraising, or Maritime business sector.
6. Ability to diagnose problems quickly and have foresight into potential issues.
7. Personal integrity.

8. Exceptional interpersonal skills and the ability to interact effectively with academic leadership, faculty, community leadership, and funding agencies.
9. Knowledge of DOD, DOT, and DOE at the federal level.
10. Strong analytical and critical thinking skills and the ability to analyze, summarize, and effectively present data.
11. Advanced verbal and written communication skills and the ability to present effectively to small and large groups.
12. Ability to foster a cooperative work environment.
13. Ability to lead a team, perform complex tasks and prioritize multiple projects in a fast-paced environment.
14. Assist in incident investigations, provide Root Cause Analysis and recommend Corrective Actions, as directed by the President.

QUALIFICATIONS

- Master's degree or similar experience, preferably in Maritime related field.
- 5+ years' experience in an executive leadership position.
- Vessel management experience preferred.
- Experience serving as a DPA is preferred.
- ISM internal auditor training certificate to fulfill the DPA requirement under ISM code.
- 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.
- Must have or be able to obtain a TWIC card.
- Must have or be able to obtain a driver's license.

SPECIAL CONDITIONS

- Background check is required.
- Ability to obtain a security clearance.
- Tobacco-free campus.

PHYSICAL/ENVIRONMENTAL REQUIREMENTS

- Sitting/computer keyboard manipulation/computer screen
- MMA is a tobacco-free campus.
- Close office setting.
- Physical duties for this position include but are not limited to, ability to lifting less

than 25 lbs

independently, 2 times per day; carry 10-25 lbs, 2 times per day.

- Visual abilities include near, far, peripheral, depth perception, and ability to distinguish basic colors.
- Hearing requirements include the ability to hear and respond to instructions, communicate effectively in loud areas (pier/dock, warehouse).
- Other physical tasks include occasional prolonged standing/walking; use of hands for basic /fine grasping and manipulation, repetitive motion, reaching above and below the shoulders, pushing, pulling, kneeling, bending, twisting, and stooping.
- Other occupational requirements include talking, traveling, working around others, and with others.
- Will be exposed to dust or other irritants and electrical/mechanical/power equipment hazards. Physical duties are subject to change.
- Occasional travel