

MAINE MARITIME ACADEMY

A College of Engineering, Management, Science, and Transportation

Adjunct Engineering Instructor – Spring 2026 semester

BIW OJT: On the Job Training Coordinator

Duty Location: Brunswick & Bath, Maine

POSITION OVERVIEW

This document describes duties that the Academy expects of adjunct faculty members. Adjunct faculty are non-permanent, temporary faculty who are hired on a semester by semester basis.

TEACHING

Teaching responsibilities include time spent in the classroom, laboratory, industrial facilities, or training ship(s) and in immediate preparation for these; maintaining and improving competence in subjects being taught; preparing contemporary teaching materials; conferring with students on course materials; directing individual and group studies and practica; reviewing written examinations and papers; evaluating presentations; supervising independent study projects, supervising or teaching clinical cooperatives or industry programs, and assigning grades according to existing Academy policy.

OTHER ASPECTS OF FACULTY PERFORMANCE

Collegiality, as well as professional and ethical conduct, enhances teaching, learning and the general reputation of all persons in the academy. Therefore, all faculty members are expected to serve in a collegial fashion and in accordance with professional and ethical principles when dealing with other faculty members, students, administrators, and members of the public.

DUTIES

- Teach at undergraduate level in areas allocated by the Department Head and reviewed from time to time by the Department Head.
- Contribute to the development, planning and implementation of a high-quality curriculum.
- Assist in the development of learning materials, by preparing syllabi and lesson plans and maintaining records to monitor student progress, achievement and attendance.
- Participate in the development, administration and marking of exams and other assessments.
- Provide advice and support to students.
- Inform students of their progress by promptly returning assignments, quizzes, papers and exams
- Office Hours required per week: Varies by assignment, typically 2-3 for an adjunct teaching 12 credits or more.
- Maintain situational awareness and enforce fire and health and safety regulations applicable to the teaching location.

ESSENTIAL SKILLS

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

- Bachelor's degree from an accredited institution or the highest degree appropriate in a relevant field of specialization. (Master's or PhD preferred)
- Prior successful teaching/training experience desired.
- Membership in relevant professional organization(s).
- Applicable professional license(s).
- Normally will have produced creative work, professional writing or research in refereed and other professional journals, and be a recognized authority in the field of specialization. Must meet Academy criteria for appointment to the rank of Assistant Professor.

SPECIAL CONDITIONS

- Background check is required
- Tobacco-free campus.
- Must present original copies of transcripts
- Must be able to obtain security clearance to be permitted into Bath Iron Works facilities.

COURSES/POSITIONS AVAILABLE

Co-teach *BIW OJT: On-the-Job Training*. OJT is part of Maine Maritime Academy's programs in Ship Design and Ship Production. These programs are operated in partnership with Bath Iron Works and are based at the Academy's Maritime Industrial Workforce Training Center in Brunswick, Maine. All students in these programs are apprentices employed by Bath Iron Works. The primary function of this position is to evaluate and document the skills, training, and progression of BIW apprentices in the Ship Design and Ship Production degree programs. Students in the current cohort are in the design/drafting and marine electrical trades. Total credits for the course is 12. The candidate will be responsible for performing 25% of the tasks, equivalent to the work of a 3-credit course.

This position will be based at Maine Maritime Academy's Maritime Industrial Workforce Training Center in Brunswick, Maine with some activities taking place at Bath Iron Works in Bath, Maine. Compensation starts at \$3,000 (3 units, equivalent to teaching a 3-credit course)
