

MAINE MARITIME ACADEMY

A College of Engineering, Management, Science, and Transportation

Assistant Professor of Engineering

POSITION OVERVIEW

This document describes duties that the Academy expects of faculty members. These may change with each academic year, through discussions between you and your department head/dean/vice president. You will be reviewed and evaluated on the basis of how well you perform these duties.

The incumbent will teach general undergraduate engineering courses typically, but not exclusively, including: machine tool operations, graphic design, CAD & CNC technology and associated labs as assigned by the Engineering Department Head.

TEACHING

Teaching responsibilities include time spent in the classroom, machine shop laboratory 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 when applicable; reviewing written examinations and papers; evaluating presentations and projects; supervising independent study, student capstone projects, faculty projects, and supervising or teaching machine tool operations and applications specific to machine tool & CNC operations.

ADVISING

Student advising includes time spent meeting with students regarding academic, curricular and career matters including assistance with student class scheduling and class registration.

SERVICE

Academy service includes, but is not limited to, service on the Faculty Senate, Academy and departmental committees and assisting other faculty members with projects. Professional service implies the use of academic and professional expertise to serve your profession, the community, the state, the nation, or the world.

SCHOLARSHIP

Professors must evidence their documented and continued professional development. Scholarship enables individuals to remain current in the theory, practice, knowledge, skills and/or pedagogy of their disciplines. For some, scholarship and continued professional development may mean hands-on development and training in industry. The scholarly expectations of faculty should be consistent with the mission and purposes of Maine Maritime Academy.

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

- To teach at undergraduate level in areas allocated by the Department Head or Dean.
- To contribute to the development, planning and implementation of a high quality curriculum.
- To assist in the development of learning materials, preparing lesson plans and maintaining records to monitor student progress, achievement and attendance.
- To participate in departmental and faculty seminars aimed at sharing research outcomes and building interdisciplinary collaboration within and outside the department.
- To participate in the development, administration and marking of exams, machine tool projects and other assessments of students within and without your department.
- To provide advice and support to students.
- Inform students of their progress by promptly returning projects, quizzes, papers and exams.
- Hold minimum of 1 office hour for every 3 credit hours taught weekly.
- To participate in the administration of the department's programs and other activities as requested.
- To contribute to departmental, faculty, or Academy-wide working groups or committees as requested.
- To maintain one's own continuing professional development.
- To maintain an awareness and observation of fire and health and safety regulations.
- Expected to advise students in the engineering undergraduate programs, and assist in department academic and administrative functions including serving on departmental and campus-wide committees.

All academic faculty are expected to demonstrate their ongoing commitment to academic excellence; that is, to the conduct of possible research, publication, teaching and other forms of knowledge transfer, at the highest levels of achievement.

ESSENTIAL SKILLS

- Teaching and other forms of public presentation.
- Proven record of ability to supervise academic work by undergraduates.
- 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.
- Ability to share in organization and management of various Academy programs.
- Commitment to high quality teaching and fostering a positive learning environment for students.
- Commitment to continuous professional development.
- 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.
- Demonstrate integrity and ability to maintain confidentiality.
- Demonstrate ability to adapt to changing priorities and conditions.

MINIMUM QUALIFICATIONS

- Bachelor's degree in Engineering/Engineering Technology from an accredited college plus appropriate professional credentials.
- At least five years of industrial experience in machine shop & general CNC practice
- Excellent communication and leadership skills

PREFERRED QUALIFICATIONS

- Master's Degree together with an appropriate professional credentials.
- Prior marine experience and or USCG license is highly desirable.
- Prior college-level, technical school, or teaching experience is highly desirable.
- Prior machine shop experience, mechanical drawing/print reading, CAD and CNC experience should include solid and surface modeling.

SPECIAL CONDITIONS

- Background check is required
- Must present original copies of transcripts
- Current Drug-Free screening certificate or pre-employment drug test and proof of current USCG physical or equivalent (within last 12 months)

PHYSICAL REQUIREMENTS

- Typical classroom and office environment are in multi-story buildings with elevator access.
- Work in the labs may require: Climbing up and down ladders and gangways, lifting and carrying materials, occasional work in excess heat, cold, dampness or dry atmospheric conditions.
- Those planning to participate on the training cruise must be capable of the following:
 - Living and working in cramped spaces on a rolling vessel and maintain balance on a moving deck.
 - Rapidly donning an exposure suit and other lifesaving gear.
 - Opening and closing watertight doors.
 - Occasionally lift and move up to 50 pounds.
 - Climbing steep stairs or vertical ladders without assistance.

HOW TO APPLY

Interested individuals should send a cover letter, résumé, completed MMA Application*, MMA Self-Identification Form**, copies of applicable professional certifications, transcripts and/or licenses, contact information for at least three professional references, and a completed MMA Application Checklist to personnel@mma.edu or via fax to 207-326-2134.

PLEASE NOTE THAT INCOMPLETE SUBMISSIONS WILL NOT BE CONSIDERED.

In the subject line of your email, please write the full title of the position you are applying for and your name. For all faculty appointments, official college transcripts must be received prior to a formal offer being made for employment. All offers are made contingent upon the successful completion of a criminal background investigation. Individuals cruising onboard our ships are also required to undergo a pre-employment drug-screening.

*Pages 2 and 3 of the MMA Application must be signed and dated by hand or signed electronically using an electronic signature verification service. Electronic signatures, to include images of hand-written signature, will not be accepted unless so verified.

**Please do not include the MMA Self-Identification form in the same document as your application materials. You may attach it to the same email as a separate document.

Tobacco-Free Notice

For the health and wellbeing of our community, the Maine Maritime Academy campus and vessels (ashore and afloat) are smoke- and tobacco-free as of August 1, 2016.

Equal Employment Opportunities

The Academy is an equal opportunity employer and does not discriminate on the basis of race, color, marital status, sex, religion, gender, age, sexual orientation, veteran status, national origin, genetic information, or physical or mental disabilities. The Academy provides reasonable accommodation to qualified individuals upon request.

Women, minorities, and veterans are strongly encouraged to apply.

MMA is unable at this time to sponsor visas. We welcome foreign nationals with valid U.S. work authorization to apply.