



Job Posting

Academic Programs Coordinator

Sea Education Association (SEA) invites applications for the full-time position of Academic Programs Coordinator.

About SEA (www.sea.edu): Sea Education Association (SEA) is a non-profit educational institution and an internationally recognized leader in ocean education. Since 1971, SEA has educated undergraduate, high school and gap year students about the world's oceans. SEA is located on Cape Cod in the oceanographic research community of Woods Hole (Falmouth) and operates two sailing research vessels: the SSV Corwith Cramer in the Atlantic Ocean and the SSV Robert C. Seamans in the Pacific.

SEA is a global teaching, learning and research community dedicated to the exploration, understanding and stewardship of marine and maritime environments. SEA empowers students with life-changing sea voyages of scientific and cultural discovery, academic rigor and personal growth. Our programs feature an interdisciplinary curriculum and dynamic leadership-development experience—at sea aboard tall ships and on shore.

We are an equal opportunity employer and committed to the development of a multicultural environment. We strongly encourage applications from people of color, persons with disabilities, women, and LGBTQ+ candidates. We value input of multiple viewpoints and perspectives across the organization. Our goal is to create an academic and working community that is rich with cultural, social and intellectual diversity.

Overall Responsibilities

Reporting to the Dean; the Academic Programs Coordinator provides logistical support to faculty and students to ensure that academic programs run smoothly from beginning to end.

Some Major Academic Tasks include:

- Support faculty for all SEA programs ensuring that they are completed on a timely basis. Duties include the preparation of syllabi, schedules, course books and materials, and distribution and follow up of faculty and student evaluations.
- Assist new faculty and academic visitors prior and during visits
- Support Shore Components
- Responsible for new class orientations, providing travel information, student evaluations, purchasing books/materials, academic reports and files
- Coordinate and attend academic meetings, debriefs, and record minutes
- Coordinate priorities and work assignments as directed by Dean
- Arrange/plan/support local and foreign field trips
- Support high school programs as needed
- Coordinate SEA involvement with local high school science fairs
- Maintain, organize and tidy classrooms and library
- Provide academic reports and information for website
- Communicate with BU to provide information/updates as needed
- Duties and projects as assigned by Academic Dean

Some Student Services Tasks include:

- Register students at BU and other institutions
- Assist international students with visa process
- Collect grades from faculty and send to BU
- Provide transcript service and process as needed

Required Skills

- Excellent organizational and multitasking abilities
- Effective written and verbal communication skills
- Ability to work both independently and as part of a team
- Proficiency with the keyboard, word processing, data entry and proofing
- Flexibility to handle several simultaneous projects and to work in close proximity with Dean and Faculty
- Experience using good judgement

Qualifications

- Bachelor's degree
- One-year previous office experience in a fast-paced environment, with cyclical activity
- A valid USA driver's license with clean driver record is required
- CORI check is required

Physical Requirements

- Auditory ability or acceptable accommodation to receive and respond to telephone calls
- Ability to lift or maneuver up to 50 pounds, continuously stand or walk and bend, squat, and climb stairs

Salary & Benefits

SEA offers a comprehensive benefits package which includes medical/dental/vision/life insurances, vacation/sick/personal/holidays paid time off, retirement plans, Aflac, flexible spending.

The salary range for this fulltime position begins at \$42,000.

How to Apply

A review of applications will commence on November 15, 2021 and will continue until the position is filled. Applicants should submit electronic copies of a cover letter, current resume and contact information for 3 professional references. Email materials to **APCSearch@sea.edu**. Questions about this position may also be sent to this address.