Purpose & Authority

The Chief of Staff is one of the five (5) Executive members on the ASCMA Board. The main purpose of this position is to provide support to the President and Board members and maintain the offices and property of ASCMA. It has no voting power but may advise Board members on issues. The position will require at a minimum of one (1) hour of work per day, to possibly a total of ten (10) hours of work per week.

Position(s):
Chief of Staff (1)

Responsibilities:

- Send out correspondence with regards to the Executive Committee.
- Work with the President and Chair to get the Agenda to the Board at least 72 hours in advance.
- Produce and distribute copies of Agendas and Minutes.
- Order office supplies.
- Maintain records and contacts.
- Ensure that all publications and documents are made public.
- Assist the other members of the Executive team.
- Maintain the AS COS computer files and operating documents.
- Plan and execute computer "refreshes" for the ASCMA offices.
- Understand and comply with IT practices, serve as IT liaison.
- Attend meetings by administrative bodies that affect Cal Maritime students
- Update the Board on all inner campus committee communications of any kind that affect the students of Cal Maritime
- Speak on behalf of the Board at on and off campus meetings if the Executive President is unable to attend
- Ensure that all documents are updated and current.
- Coordinate performance reviews for AS Officers.
- Attend weekly ASCMA meetings.
- Hold no less than one office hour per day (or equivalent).
- Be an active member of an on campus Committee.
- Maintain no less than a 2.5 cumulative grade point average, with each semester grade point average no less than a 2.0 during the term of office.
- Enrolled in no less than seven academic credits.
- Not a voting member of the Board of Directors

Remuneration:
The Chief of Staff is paid on a monthly disbursement schedule over the academic year starting in September. The compensation is $1200.00 per semester.

Application Deadline:
All applications should be submitted by email to Josie Alexander at JFAlexander@csum.edu no later than noon on Wednesday, April 22, 2020.
ASSOCIATED STUDENTS OF THE CALIFORNIA MARITIME ACADEMY
Chief of Staff
APPLICATION FORM

ALL INFORMATION SHOULD BE PRINTED OR TYPED

PART I: PERSONAL INFORMATION

NAME: ________________________________

SEX: M [ ] F [ ]

Last First Middle

CLASS STANDING (Academic Year for 2010-2011): 1st 2nd 3rd 4th

MAJOR: IBL GSMA FET ME MET MT

CELL PHONE NO.: ________________________________

HOME TELEPHONE NO.: ________________________________

CMA EMAIL: ________________________________

You will be contacted at your academy email address only. You will be expected to check it daily.

Local Address: ________________________________

No. & Street or P. O. Box City State Zip

Permanent Address: ________________________________

No. & Street or P. O. Box City State Zip

List work and volunteer experiences, and/or leadership roles:

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PART II: SKILLS & EXPERIENCES

Please provide a one page typed essay on a separate sheet of paper, which addresses the following questions:
1. Why are you interested in becoming the Chief of Staff?
2. What qualities, skills, or interests do you have which would contribute to your success in this position?
4. Do you feel that with other employment, extracurricular activities, or class workload, you would be able to dedicate the necessary amount of time to this position?
3. Offer any additional information you believe would be helpful to the selection committee.

PART III: RESUME

Please attach a copy of your most current resume.
You should be prepared to submit a copy of your unofficial transcript to the ASCMA Executive Director upon request.

1200 Friday, March 22nd, 2019 is the DEADLINE TO SUBMIT ALL APPLICATION MATERIALS!