

Job Bulletin E33 12/13

# Assistant Director of Career Services/Sea-going

Classification – Student Services Professional III
Time base – Full Time

This recruitment will remain open until filled. For priority consideration, please complete application by <u>Friday, June 14, 2013</u>. A review of applications will begin June 17, 2013 and the review period may end at any time thereafter.

#### ABOUT THE CALIFORNIA MARITIME ACADEMY:

The California Maritime Academy is a specialized campus of the California State University (CSU) system serving a student population of approximately 950. The campus, situated on the shore of the Carquinez Strait 30 miles northeast of San Francisco, currently offers baccalaureate degrees in Mechanical Engineering, Facilities Engineering Technology, Marine Engineering Technology, Marine Transportation, Global and Maritime Studies, and Business Administration. A Master of Science degree in three areas of Transportation and Engineering Management is offered.

#### **MAJOR RESPONSIBILITIES:**

The Career Services Department provides comprehensive career services to students and alumni of The California Maritime Academy including: career identification and planning, co-op/internship options, commercial cruise options, job search assistance, and employment opportunities. This position is a key link between the Career Services Department, faculty, students, and industry. Responsibilities include:

- Coordinates all aspects of Cal Maritime's Commercial Cruise Program including creating and maintaining commercial cruise positions as well as student placement.
- Liaison to industry contacts for career opportunities. Coordinates and manages the career fair for sea-going career options. Represents Cal Maritime at industry events and trade shows.
- Meets with faculty, staff, & students to develop sea-going program strategies and set goals.
- Serving as Career Counselor to sea-going cadets. Assists students with resumes, cover letters, job applications, etc. Makes presentations to students on career related topics.
- Maintains databases with student information.
- Updates job banks and employer contacts.
- Exports data as needed to assist in statistic creation and career based reports.

### **SPECIAL REQUIREMENTS:**

The person holding this position is considered a 'mandated reporter' under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083 as a condition of employment.

## **MINIMUM QUALIFICATIONS:**

- Equivalent to graduation from a four-year college or university preferably in a maritime related field, career services, public relations, or higher education. Masters degree preferred.
- A minimum of three years progressively responsible professional experience in student services, crewing aboard ship, labor relations, maritime operations or other closely related experience is required. A minimum of one year experience in a maritime related field is preferred. A Master's degree in Counseling, Clinical Psychology, Social Work, Education or a

related field; or a U.S. Coast Guard 3rd mate or 3rd assistant engineers license or higher may be substituted for one year of experience.

- Must possess and maintain or have the ability to possess and maintain a valid California driver's license.
- Broad knowledge of the maritime industry and careers at sea.
- Knowledge of requirements for employment on Merchant Vessels.
- Knowledge of licenses and certifications required for employment on Merchant Vessels.
- Ability to establish and maintain cooperative working relationships within a diverse multi-cultural environment including students, parents, alumni, faculty, administrators, and employers.
- Thorough knowledge of career services resources, tools, information, and programs.
- Knowledge and ability to use information technology used in career services i.e. People Soft, Imodules.
- Knowledge of or the ability to quickly learn about the Cadet Shipping process.
- Ability to learn, interpret, coordinate and independently apply a variety of policies and procedures.
- Ability to apply judgment, discretion and initiative.
- Ability to speak and dress in a professional manner.
- Excellent oral, written, leadership and interpersonal communication skills.
- Strong organizational and planning skills and efficiency in handling multiple projects.
- Computer proficiency, proofreading skills, and demonstrated experience in the use of technology.
- General knowledge of individual counseling techniques.
- Must have demonstrated sound judgment; effective problem solving skills; and be creative and flexible.

### **DESIRABLE QUALIFICATIONS:**

- Knowledge of Career Services in higher education and/or the maritime industry.
- U.S. Coast Guard 3rd mate or 3rd engineers license or higher.
- Graduation from a maritime academy.
- Prior experience serving aboard a merchant vessel.
- Knowledge of California Maritime Academy policies and procedures.
- Prior experience working on a small college campus.
- Working knowledge of a cadet structure.
- Prior teaching or presentation experience to large groups.
- Prior experience working in a Career Center.

**SALARY**: \$3834 - \$5462 per month. Anticipated hiring salary range: \$3834 - \$4000 per month (commensurate with experience).

**APPLICATION PROCESS:** Interested parties must submit the Cal Maritime Employment Application, cover letter and current resume. Apply on-line at <a href="http://www.csum.edu/web/hr/careers">http://www.csum.edu/web/hr/careers</a>. Based upon a review of applications and accompanying documents, only those persons whose qualifications best match job requirements will be interviewed. Applicants selected for an interview will be notified of interview appointments by telephone.

**BENEFITS**: The California Maritime Academy offers a broad range of benefits for qualifying positions including medical, dental, vision, life and disability insurances, retirement (CalPERS), fee waiver, vacation and sick leave.

**ELIGIBILITY TO WORK:** Applicants must provide proof of U.S. citizenship or authorization to work in the United States within three days of the date of hire.

The California Maritime Academy is committed to a diverse work force and is an equal opportunity employer.