



Spring 2011

Welcome to the 2010-2011 “On-Campus Recruitment Program” at the California Maritime Academy.

The senior class will be taking their license examination the first week of January. Our seniors will graduate on April 30, 2011 with their Third Mate or Assistant Engineer license in hand upon graduation.

The following is a schedule of recruiting dates and events to be held at the California Maritime Academy. Please contact the Career Center and fill out the enclosed Recruitment Contact Information Form to arrange a date.

License Examination -- January 3 - 6, 2011
11th Annual Career Fair -- January 18, 2011
Spring Recruiting – January 31 – April 8, 2011
Graduation – April 30, 2011

The California Maritime Academy offers degree programs in: Business Administration, Marine Transportation, Marine Engineering Technology, Facilities Engineering Technology, Mechanical Engineering and Global Studies and Maritime Affairs. All of our students graduate with a Bachelor of Science degree.

The Business Administration Department offers a major and minor in Business Administration and a minor in Law. The primary objectives are to provide students with expertise in a business specialty and train them to think creatively and critically, exercising analytical judgment while making business decisions. The major also provides students with the preparation necessary to attend graduate school.

The Engineering Technology Department offers degree programs in Marine Engineering Technology and Facilities Engineering Technology, as well as minors in Engineering Technology Science and Marine Engineering Operations. The fundamental principles and educational philosophies share common strategies and are based on a three-phase approach: academic, technical, and leadership. Our Facilities Engineering Technology students and a portion of our Mechanical Engineering students receive their CPE-IT certificate (Certified Plant Engineer in Training).

In addition to a Bachelor of Science degree, our Marine Transportation, Marine Engineering Technology, and a portion of our Mechanical Engineering students are eligible for their United States Coast Guard Third Assistant Engineering License any horsepower with STCW-95 endorsement, or their United States Coast Guard Third Mate Unlimited Tonnage license with STCW-95 endorsement, TOAR (Towing Officer Assessment Record), and many with QMED (Qualified Member of the Engine Department).

We believe the unique small school setting, practical hands on training, and progressive leadership gained at the California Maritime Academy make our students ideal candidates for employers. We invite you to participate in our “On-Campus Recruitment Program” and experience it for yourself.

On behalf of the Career Center, we look forward to seeing you and wish you much success with your recruitment efforts. If you have any questions, please feel free to call Tess Luna, the Recruiting Coordinator, at 707.654.1071, fax 707.654.1073 or email her at careerdevelopment@csum.edu.

Sincerely,

James Dalske
Director, Career Development

THE CALIFORNIA MARITIME ACADEMY

200 Maritime Academy Drive, Vallejo, CA 94590-8181 • PHONE (707) 654-1000 • FAX (707) 654-1001 • www.csum.edu

The California State University: Bakersfield • Channel Islands • Chico • Dominguez Hills • Fresno • Fullerton • Hayward • Humboldt • Long Beach • Los Angeles • Maritime Academy
Monterey Bay • Northridge • Pomona • Sacramento • San Bernardino • San Diego • San Francisco • San Jose • San Luis Obispo • San Marcos • Sonoma • Stanislaus



RECRUITMENT INFORMATION HIGHLIGHTS:

EMPLOYER ELIGIBILITY: The Career Center services are available to bona fide organizations offering professional career opportunities requiring a Bachelor of Science degree in Mechanical Engineering, Marine Transportation, Marine Engineering Technology, Business Administration, or Bachelor of Arts in Global Studies and Maritime Affairs. Organizations requiring a monetary investment from candidates are excluded from participation in the On-Campus Recruitment Program.

SCHEDULE: The standard interview schedule consists of twelve 30-minute interviews, two 15-minute breaks and one hour for lunch. Interviews begin at 8:30 a.m. and end at 4:30 p.m. Please note on the form if you have a change in schedule outline. The Career Center hours are 8:00 a.m. to 4:00 p.m.

SIGN-UP PROCEDURES: Schedules are **OPEN** to all graduating cadets who meet your minimum requirements. The Spring Recruitment window is open to graduating seniors. Alumni are welcome to participate if all available time slots have not been filled by graduating seniors, and approval is granted from the employer.

RECRUITMENT FORM: Please duplicate and complete a separate Recruitment Contact Information Form for each position OR each recruitment date for which you are recruiting.

POSITION DESCRIPTION/APPLICATION FORMS: Please mail copies of your company literature per schedule and/or a company binder for our Career Resource Library. We encourage you to submit a video for student viewing.

MAJOR(S): List each major separately with degree level. Please refer to the front of the Recruitment letter.

COMPANY INFORMATION MEETINGS: This meeting allows for a brief presentation to all interested cadets, followed by a question and answer session. **SUGGESTED TOPICS:** Company History, Training Programs, Position Descriptions, etc. The standard time for the meeting is 8:00 a.m. - 8:30 a.m., the morning of the recruitment day. However, company information meetings may also be scheduled at other times. Please call the Career Center for suggestions.

CITIZENSHIP REQUIREMENTS: All schedules are open to U.S. Citizens and Permanent Residents unless you state your company's/agency's legal exemption.

TESTING: Aptitude and psychological testing is prohibited at The Career Center On-Campus Recruitment Programs. If your organization conducts pre-employment drug testing, you are required to inform the Career Center in writing of your policy at the time you confirm your interview schedule. You are also required to include a policy statement in your recruiting publications and inform cadets of this policy in your interview.

RECORDING AND PHOTOGRAPHS: Employers are not to tape record or take pictures of cadets.

PARKING ARRANGEMENTS: ***PARKING IS BY PERMIT ONLY.*** The California State University has discontinued issuing Temporary Parking Permits. You must now purchase a parking permit (**\$5.00 per day**) from the permit machine located in Parking Lot A or D. The permit machine accepts dollar bills and quarters. Failing to display a permit will result in a \$32 parking citation. Parking citations will no longer be paid by the Career Center. Please call Tess at (707) 654-1071, if you need hotel suggestions.

ADVERTISING: You may place a poster, brochures and/or company information in the Career Center.

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Recruitment Contact Information

Name of Company: _____

Contact Person: _____ Title: _____

Phone Number: _____ Fax Number: _____

Address: _____

E-mail: _____ Web Page: _____

Type of Industry: _____

What major best fits your company?

Business Administration

Mechanical Engineering

Facilities Engineering

Marine Transportation

Marine Engineering

Global Studies and Maritime Affairs

Job Recruitment Information:

Have been on Campus before: _____ Would like to come to campus: _____

Preference date for on-campus presentation: _____

Preference date for interviews: _____

How many students would you like to interview? _____

Would you like us to schedule 1-hour interviews, ½-hour interviews, or other? _____

How many schedules would you like to reserve? _____

Student transcripts required? _____ Will you pre-select candidates? _____

Mail transcripts to company or Hold for arrival at CMA? _____

Notes:

If you have any questions, please contact the Career Center at (707) 654-1071. Our fax number is (707) 654-1073.

Email: careerdevelopment@csum.edu