



Job Bulletin #102818 – 13/14

## Commandant

Classification – Administrator II

Time base – Full Time

***This recruitment will remain open until filled. For priority consideration, please complete application by March 23, 2014. A review of applications will begin March 24, 2014 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 1050 undergraduates and 50 graduates. 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.

All undergraduate students of the California Maritime Academy are members of the Corps of Cadets. Through participation in the Corps, cadets develop the self-discipline, self-esteem, and character that will help them succeed in their chosen careers. Being a cadet means being responsible, reliable, punctual, patient, professional, and attentive to detail. Being a cadet also means adhering to mandatory uniform and grooming standards. Ultimately every cadet understands how to follow directions, work as a member of a team, and lead others at the academy, on the training ship, and on all other Academy sponsored events such as International Experience and Co-ops and Internships. This leadership development, the ultimate goal of the Corps of Cadets, enables every graduate to excel whether at sea or shore side.

### **POSITION SUMMARY:**

The Commandant of Cadets is responsible for the well-being and development of the Corps of Cadets. The Commandant joins a team under the Vice-President for Student Affairs that consists of the Dean of Students, the Dean of Student Development and Career Services, the Director of Athletics, the Director of the Center for Engagement, Teaching and Learning, and the Director of Enterprise Services. This team, working alongside colleagues and faculty in Academic Affairs, is responsible for the leadership, professional, and personal development of each and every cadet.

The Commandant of Cadets leads a team consisting of a Deputy Commandant and two Assistant Commandants, who each serve in the role of Company Commandants. The Corps of Cadets are divided into three Companies representing their area of academic discipline, and each company has a Company Commandant. The Company commandants are responsible for the development of their company and focus on issues of leadership development, self-discipline, conduct, grooming and uniform standards and appropriate watchstanding skills and protocols. The Commandant is responsible for the Corps Staff (Cadet) leadership as a whole and for the administration and evaluation of the Company Commandants, and the departmental budget and programing.

In addition to the above, the Commandant of Cadets is expected to take an active leadership role in the following evolutions of student and academy life:

- New Student Orientation
- Participation in an annual two-month training cruise
- Drug Testing Program for Cadets
- Facility and shipboard watchstanding program

- Adherence by cadets to campus and university policies as well as the appropriate promulgation of these policies to the students through the Student Handbook and on the campus website
- Administration of the Campus Stewardship Program
- Commencement
- Represent the Office of the Commandant on various campus committees and task forces
- Works closely with Veteran Cadets

**SPECIAL REQUIREMENTS:**

- The successful candidate will be required to complete a background investigation and pre-employment physical, including a drug test, prior to beginning work. The incumbent will participate in one of the Academy's annual training cruises of approximately 60 days and must be able to obtain a Transportation Worker Identification Card and a U.S. Passport. In addition, each year the incumbent must pass a pre-cruise physical and drug screening for participation in the training cruise.
- 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:**

- Master's degree – behavioral science, leadership, organizational development, counseling, or a maritime related discipline.
- Five years of demonstrated success in leadership development.
- Proven ability to motivate others.
- Successful experience in implementing and managing large programs.
- Practical work experience in programs, curriculum, youth organizations, or personal mentoring in a formal education environment.
- Excellent oral/written communication skills.
- Personal integrity and exhibition of leadership by example.
- Skilled in counseling techniques.
- Listening and evaluating skills.

**PREFERRED QUALIFICATIONS:**

- Knowledge of shipboard leadership training.
- Experience in Student Affairs and Higher Education.

**SALARY:** Commensurate with education and experience.

**APPLICATION PROCESS:** Interested parties must submit the Cal Maritime Employment Application, cover letter, and a current resume. Apply on-line at <http://www.csum.edu/web/hr/careers>. 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 or email.

**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.**