

Job Bulletin 102846 - 13/14

# COMPANY COMMANDANT

Classification: Student Services Professional III
Time base – Full Time

This recruitment will remain open until filled. For priority consideration, please complete on-line application by <u>July 6, 2014</u>. A review of applications will begin July 7, 2014 and the review period may end at any time thereafter.

### ABOUT THE CALIFORNIA MARITIME ACADEMY:

Established in 1929, California Maritime Academy, a campus of the California State University, is the only degree-granting maritime academy on the West Coast. Situated on the shore of the Carquinez Strait 30 miles northeast of San Francisco, the campus serves a student population of approximately 1050 undergraduates and 50 graduates. The campus currently offers undergraduate degrees in Mechanical Engineering, Facilities Engineering Technology, Marine Engineering Technology, Marine Transportation, Global and Maritime Studies, and Business Administration. A master's degree in Transportation and Engineering Management is offered as well as a number of extended learning programs and courses.

#### POSITION SUMMARY:

The Office of the Commandant has overall responsibility for facilitating the integration of leadership development and training throughout the CMA student community. The department, and its staff, is responsible for the personal and professional development of the Corps of Cadets to include Corps Administration, training, and discipline. The Corps is the primary organization within which students learn, apply, and practice leadership and management theory. Learning is usually accomplished through the academic curricula, workshops and seminars, personal observation and practical application. The objectives of leadership development include such things as how to establish self-discipline, develop critical thinking skills, establish personal character, practice effective communication skills, develop a sense of responsibility for others, and how to understand human motivation.

Under the direction of the Commandant of Cadets and the Lead Company Commandant, the Company Commandant has overall responsibility for ensuring the leadership and professional development of the Company to which assigned, including oversight of watch standing instructions and scheduling. The incumbent is responsible for monitoring and coaching progress in the leadership development program of company cadets, training cadets on formation, inspection in ranks, and uniform and grooming standards. The incumbent is also responsible for facilitating the Random Drug Testing Program for the Corps of Cadets. The incumbent oversees Company involvement in the Campus Stewardship Program. The incumbent also participates in the annual training cruise, and may be asked to act as Commandant of Cadets while on cruise.

#### **SPECIAL REQUIREMENTS:**

- The incumbent will be required to participate in an annual 60-day training cruise aboard the Training Ship Golden Bear (TGSB). This will require the incumbent to obtain a Merchant Mariners Document issued by the U.S. Coast Guard. This will include a background check, physical and drug test, proof of citizenship or the eligibility to work in the U.S., and a Social Security card. Each year the incumbent must pass a pre-cruise physical exam and drug test to participate on 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:**

<u>Education</u>: Equivalent to graduation from a four-year college or university in a related field, including or supplemented by upper division or graduate course work in counseling techniques, interviewing, and conflict resolution where such are job-related.

AND

**Experience:** Possession of these knowledge and abilities is typically demonstrated through the equivalent of three years of progressively responsible professional student services work experience. One year in the program area to which assigned is preferred but is not required.

A master's degree in Counseling, Clinical Psychology, Social Work, or a directly related field may be substituted for one year of experience. A doctorate degree and the appropriate internship or clinical training in counseling or guidance may be substituted for the three years of experience for positions with a major responsibility for professional career or personal counseling.

### **Required Skills, Knowledge & Abilities:**

- Knowledge of leadership education and training
- Demonstrated experience in counseling college-level students
- Excellent oral and written communication skills
- Excellent listening and evaluating skills
- Ability to deliver training and make presentations
- Ability to establish and maintain effective communication and cooperative working relationships within a diverse multicultural environment
- Personal integrity and exhibition of leadership by example
- Ability to apply techniques in motivating and evaluating students
- Ability to function in a structured, uniformed environment of an academy.

### **DESIRABLE QUALIFICATIONS:**

- Familiarity with the uniformed services or uniformed academies is desirable.
- Maritime industry service in an operational or training environment is a plus.
- Military service in an operational or training environment is a plus.
- Knowledge of shipboard leadership training
- In addition to the above, experience and knowledge of program management; techniques in motivation and evaluation; classroom instruction; mentorship, team building and the application of human behavioral science is desirable.

SALARY: \$3,885 - \$5,535 per month. Anticipated hiring salary range: \$3,885 - \$4,700 per month (commensurate with experience).

**APPLICATION PROCESS:** Interested parties must submit the Cal Maritime Employment Application, cover letter and 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.

Equal Opportunity Employer/Minorities/Females/Veterans/Individuals with a Disability