

Job Bulletin #102828 - 13/14

# **Deputy Commandant**

Classification – Administrator I Time base – Full Time

This recruitment will remain open until filled. For priority consideration, please complete application by <u>March 23, 2014</u>. 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 Deputy Commandant reports directly to the Commandant of Cadets and serves as Commandant in the absence of the Commandant. The Deputy serves in the role of Company Commandant working with and directly supervising two Assistant Commandants also serving as Company Commandants. The Corps of Cadets is 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 Company Commandant is responsible for the mentoring and leadership training of the Company and divisional Officers and for developing underclass cadets to their full potential for taking senior leadership roles in the Corps. The Company Commandant is expected to know each member of the company and to ensure each cadet is receiving the attention and training needed for their success. The company Commandant works closely with faculty in the academic discipline to help integrate the leadership, professional and academic development of the cadets, and develop training programs to facilitate that development.

In addition to the above, the Deputy Commandant is expected to take an active 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 watchtanding program
- Adherence by cadets to campus and university policies
- Campus Stewardship Program
- Commencement
- Represent the Office of the Commandant on various campus committees and task forces

#### **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:**

- Bachelor's degree behavioral science, leadership, counseling, or discipline related to the maritime industry –
  Master's degree preferred.
- Three 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.
- Experienced 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 <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 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. Satisfactory completion of a background check is required prior to employment.

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