Position Title: Coordinator of Belonging and Engagement Initiatives
Job Bulletin Number: 103301
Classification: Student Services Professional III
Department: Office of the Dean of Cadets
Full/Part-time: Full-time
Employment Type: Probationary/Permanent
Bargaining Unit: 4, APC
Pay Plan: 12 month
Salary Range: $4,691 – $6,683 per month. Hiring salary budgeted at $4,691 - $5,000 per month commensurate with education and experience.
Benefits: Premium benefit package includes outstanding health, dental and vision plans; life and disability insurances; pension (CalPERS); tuition fee waiver; and 14 paid holidays per year. See our benefits website for additional information.
Pre-Employment Conditions: Background including DMV records check
Closing Date: Open until filled. A review of applications will begin Tuesday, March 22, 2022 and the review period may end at any time thereafter.

POSITION SUMMARY: The mission of the Office of the Dean of Cadets is to serve as a resource for helping cadets resolve university-related issues and concerns and advance to degree. We are committed to supporting the academic and personal success of cadets by fostering the development of integrity and problem-solving skills; teaching self-advocacy and personal responsibility; and providing cadets with opportunities to learn and practice the fundamental principles of good citizenship, responsible leadership, and the importance of diversity in a global society.

Under the direction of the Dean of Cadets, the Coordinator of Belonging and Engagement Initiatives is responsible for the development, operation, and assessment of identity-based programs and services under the Office of the Dean of Cadets and in collaboration with other divisions. This position serves as the primary point of contact and supervises the student assistants for the Inclusion Center. This position also serves as a co-advisor to identity-based organizations (e.g., Gay-Straight Alliance, BSU, API Club, and Caribbean Student Maritime Club) and supports the programs and services of identity-based clubs under the Associated Students. The Coordinator is responsible for the design of events and/or services that focus on identity, culture, retention, and concerns of the cadets affiliated with these identities and clubs. The Coordinator regularly engages in counseling and advising; presenting workshops, classes, and trainings; referring cadets to other campus resources; advocating for underrepresented groups in the Cal Maritime community; and providing other forms of cadet support. The Coordinator of Belonging and Engagement Initiatives has full professional responsibility for assisting cadets to resolve any problem(s) that affects their ability to be successful in their educational and career pursuits and make appropriate referrals to campus services and other resources. The Coordinator will lead signature events on campus that educate about diversity, equity, inclusion, and social justice and be a key member of the Diversity, Equity, and Inclusion Council.
HOW TO APPLY: Interested parties should submit the Cal Maritime Employment Application, a cover letter and resume. Apply on-line at http://www.csum.edu/web/hr/careers.

ABOUT THE CALIFORNIA STATE UNIVERSITY MARITIME ACADEMY:
Established in 1929, California State University Maritime Academy, a campus of the California State University, is the only degree-granting maritime academy on the West Coast. Located on a scenic waterfront site in Vallejo, the campus serves a student population of approximately 1100 undergraduates and 50 graduate students. 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.

MAJOR RESPONSIBILITIES:

Dialogue and Programming
• Work with a high degree of self-direction to assist cadets in solving problems and taking action to resolve issues in complex situations where there is not clear precedent
• Responsible for maintaining effective working relationships with a wide range of cadets, faculty, and the general public to assist cadets in planning and organizing moderately complex and/or sensitive educational activities and programming
• Serve in a consultative role to the Dean of Cadets staff in planning events for the academic year
• Plan and participate in campus wide events and programs, which seek to recruit, retain, or encourage the success of underrepresented, limited income, and first-generation college cadets

Advising and Partnerships
• Enhance wrap-around support for cadets by initiating and maintaining cooperative working relationships with a variety of individuals and groups, including faculty, staff, student organizations and off-campus community groups
• Serve as co-advisor to officers of cadet identity-based affinity organizations
• Serve as ex-officio member of Diversity, Equity and Inclusion Council
• Support the Executive Director of ASCMA with the creation of, recruitment to, and advisement of identity-based affinity clubs
• Provide advising, both on an individual basis and in groups, which includes academic, personal, financial, or career-related counseling to cadets
• Refer cadets to other support and educational services on campus such as career services, health services, counseling services and various academic services programs
• Partner with Educational Opportunities Program (EOP) on events and programming, as well as retention-related workshops and strategies

Education and Training
• Assist cadets in understanding diversity as part of their overall learning experience
• Plan and schedule educational presentations to on-campus constituencies regarding cross cultural programs
• Develop and coordinate specialized workshops to departments, workshops including training of cadet facilitators and assessment of workshop effectiveness
• Lead or co-facilitate workshops and discussions on topics such as intersectionality, micro-aggressions, unconscious bias, cultural competence, and bystander intervention

Assessment
• Plan and develop yearly evaluations of learning outcomes for programming, education, and training activities
• Analyze data on cadet learning outcomes related to changes in knowledge, skills, and disposition
• Report findings to institutional committee as appropriate for strategic planning, accreditation, and system-wide reporting

Professional Development
• Participate in appropriate professional development activities to remain current on relevant issues pertaining to diversity, equity and inclusion and the equity gap.
REQUIRED QUALIFICATIONS:

Experience:
- Possession of these knowledge and abilities is typically demonstrated through the equivalent of three years of progressively responsible professional student services work experience. A master’s degree in counseling, clinical psychology, social work, higher education, 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.

Education:
- 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.

Knowledge, Skills and Abilities:
- Thorough knowledge of higher education issues, including those affecting underserved populations
- Working knowledge of the policies, practices and activities of Student Services programs outside the program to which assigned.
- Ability to analyze complex situations accurately and adopt effective courses of action.
- Ability to carry out very complex assignments without detailed instructions.
- Ability to determine the appropriate course of action and proper techniques to utilize while engaged with individuals/groups in personal interactions of a sensitive nature.
- General knowledge of individual counseling techniques.
- Ability to establish and maintain cooperative working relationships within a diverse multi-cultural environment including cadets, faculty, and secondary school professionals.
- Excellent oral, written, and interpersonal communication skills.
- Knowledgeable of conflict mediation and de-escalation techniques.
- Strong organizational and planning skills and efficiency in handling multiple projects.
- Ability to independently advise cadets individually and in groups on complex cadet-related matters.
- Ability to analyze and define complex organizational, policy or procedural problems, collect and evaluate data, draw valid conclusions and project consequences of various alternative courses of action.
- Ability to speak in front of large groups.

Other:
- Must possess and maintain a valid California driver's license.

PREFERRED QUALIFICATIONS:
- One year of experience in the student development profession or with a community non-profit or social services agency preferred.
- Knowledge of minority and under-represented populations in California
- Knowledge of departmental, divisional and university protocol preferred.
- Knowledge of CSU admissions processes
- General knowledge of Cal Maritime/CSU infrastructure
- Demonstrated skills in an institutional/educational environment utilizing a customer-oriented and service-centered attitude.
- Knowledge of culture and needs of under-represented communities.
- Knowledge of restorative justice practices and applications in educational environments.

SPECIAL CONDITIONS:

PHYSICAL, MENTAL and ENVIRONMENTAL CONDITIONS: Involves mainly sitting; walking and standing is minimal; involves lifting lightweight objects limited to 15 pounds.
HOURS of WORK/TRAVEL: Travel for training and occasional programs is required.

BACKGROUND CHECK: Satisfactory completion of a background check (including a criminal records check and DMV records check) is required for employment. CSU will make a conditional offer of employment, which may be rescinded if the background check reveals disqualifying information, and/or it is discovered that the candidate knowingly withheld or falsified information. Failure to satisfactorily complete the background check may affect the continued employment of a current CSU employee who was conditionally offered the position.

MANDATED REPORTER: 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 revised July 21, 2017 as a condition of employment.

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.

TITLE IX: Please view the Notice of Non-Discrimination on the Basis of Gender or Sex and Contact Information for Title IX Coordinator at: https://www2.calstate.edu/titleix

EEO STATEMENT: Cal Maritime is an Equal Opportunity, Affirmative Action Employer. The university subscribes to all state and federal regulations and prohibits discrimination based on race, color, religion, national origin, sex, gender identity/gender expression, sexual orientation, marital status, pregnancy, age, disability, genetic information, medical condition, covered veteran status, or any other protected status. Reasonable Accommodations will be provided to applicants with qualifying disabilities who self-disclose by contacting the Benefits Coordinator at (707) 654-1146.