**Position Title:** Career Coordinator  
**Job Bulletin Number:** 103308  
**Classification:** Student Services Professional III  
**Department:** Career Services  
**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 range 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](http://www.csum.edu/web/hr/careers) for additional information.  
**Pre-Employment Conditions:** Background including DMV records check  
**Closing Date:** Open until filled. A review of applications will begin Tuesday, November 2, 2021 and the review period may end at any time thereafter.

**POSITION SUMMARY:** The Career Center provides comprehensive career services to students and alumni of The California State University Maritime Academy including career identification and planning, co-op/internship options, commercial cruise options, job search assistance, employment opportunities, and alumni employment support. Cal Maritime offers undergraduate programs in Global Studies and Maritime Affairs, Business Administration, Marine Transportation, Mechanical Engineering, Marine Engineering Technology, and Facilities Engineering Technology. Reporting to the Director of Career Services, this position is a key link between the Career Services Department, faculty, students, and industry.

**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](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:
Internship & Placement Programs
- Meets with department chairs to discuss internship program and receive direction.
- Builds industry relations to find and develop possible student employment positions.
- Calls and meets with industry to establish relationships.
- Assists Director with securing summer internships.
- Insures confidentiality of all cadet personal and medical information.
- Make site visits as needed (i.e. placement, discipline, employer request).
- Follows up with employer to check on students.
- Serves as liaison to students with internships for job related questions and concerns.
- Sends communication to industry with regard to career services events.

Industry Relations
- Assists with planning, implementation and assessment of Career Fairs, company presentations and employer
visits.
- Serves as Cal Maritime liaison to industry.
- Heavy communication via email and phone.

Program Strategies
- Coordinates and moderates meetings with department chairs, faculty, staff and students to develop program
strategies and set goals.
- Develops plan-based strategies to implement goals.
- Works with academic departments to build industry contacts.
- Builds career services resources.

Career Counseling
- Meets with students to develop career strategies.
- Helps students with resumes, cover letters, notes, job applications and other career related documents.
- Holds workshops and classes on various career related topics (i.e. resumes, cover letters, government
applications, etc.)

Data Administration
- Uses Microsoft Outlook to update calendar.
- Inputs data from meetings with cadets, employers, recruiters and other constituents.
- Exports data as needed to assist in statistics and production of other career-based reports.

REQUIRED QUALIFICATIONS:
- 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.
- 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, 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

- Must possess and maintain a valid California driver’s license.
- Ability to advise students individually and in groups on complex student-related matters.
- Knowledge and ability to use information technology used in career services – i.e. Brightspace, PeopleSoft
- General knowledge of individual counseling techniques.
- General knowledge of the principles, practices and trends of the Student Services field as well as general knowledge of the policies, procedures and practices of the Career Services area.
- Ability to learn, interpret, coordinate and independently apply a variety of policies and procedures.
- Ability to analyze complex situations accurately and adopt effective courses of action.
- Ability to present clear and concise information orally and in written reports.
- Ability to establish and maintain cooperative working relationships within a diverse multi-cultural environment including students, parents, alumni, faculty, administrators, and employers.
- Strong organizational and planning skills and efficiency in handling multiple projects.
- Computer proficiency, proofreading skills, and demonstrated experience in the use of technology.

PREFERRED QUALIFICATIONS:

- One year of experience in Career Services is preferred.
- Knowledge of California State University Maritime Academy policies and procedures.
- Knowledge of maritime careers and the qualifications necessary to obtain them.
- U.S. Coast Guard 3rd mate or 3rd engineers license or higher.
- Prior experience working on a small college campus
- Prior teaching or presentation experience to large groups.
- Knowledge of the Maritime Industry

SPECIAL CONDITIONS:

PHYSICAL, MENTAL and ENVIRONMENTAL CONDITIONS:

- Involves mainly sitting with up to 25% of the activities involving regular standing or walking; involves lifting of medium weight objects limited to 25 pounds.
- Drives motorized equipment

HOURS of WORK/TRAVEL: May travel up to 10% of the time for trade shows and industrial relations visits. Travel may also occur outside of normal business hours.

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.