



Position Title:	Assistant to the Captain
Job Bulletin Number:	103317
Classification:	Administrative Analyst/Specialist I Non-Exempt
Department:	Office of Marine Programs
Full/Part-time:	Full-Time
Employment Type:	Probationary/Permanent
Bargaining Unit:	9, CSUEU
Pay Plan:	12 month
Salary Range:	\$3,288 – \$6, 347 per month. Hiring salary budgeted at \$3,288 - \$4,445 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 fingerprinting
Closing Date:	Open until filled. A review of applications will begin Monday, November 22, 2021 and the review period may end at any time thereafter.

POSITION SUMMARY: The Division of Marine Programs, which includes the Training Ship Golden Bear, the Waterfront, Simulations and STCW/USCG Licensing, is responsible to the president for many operations of the Academy related to the support of maritime related student education and training, student licensing and credentialing, and all factors associated with the annual training cruise.

The role of the Assistant to the Captain is to provide primary administrative and clerical support to the Director of Marine Programs and staff assistance to all departments within the division in fulfillment of their responsibilities. This includes answering the phone, receiving and distributing divisional mail, and monitoring divisional projects and workflow in a timely manner to ensure that deadlines are met, internal and external communications are maintained, invoices are paid, etc. The Assistant is responsible for managing the captain's calendar, scheduling requested meetings from individuals efficiently around the captain's standing meeting obligations.

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:

General Administrative and Clerical Support

- Receives and screens telephone calls, responds to and/or refers calls to the captain and other employees of the division
- Receives, screens or distributes mail to appropriate department individuals; receives and reads incoming/outgoing correspondence, reports, instructions, and similar documents, identifying those communications which require the personal attention of the captain
- At captain's direction, sets up and maintains the captain's appointment schedule and calendar of activities and conferences, and reschedules appointments/meetings as necessary
- Observes budget and procurement policies and procedures and notifies captain of any possible irregularities
- Schedules and attends staff meetings and committee meetings
- Takes notes at meetings
- Prepares and distributes agenda, minutes and informational material for all meetings
- Creates and maintains files for committees' use
- Prepares routine reports, commodity and service requisitions for TSGB, Waterfront and Simulations (STCW/USCG Licensing has their own administrative support)
- Performs monthly reconciliation of credit card purchases, matching invoices received from vendors and bank statements and forwards CCP Reports to Accounts Payable within established deadlines
- Maintains divisional files and documents including confidential information on faculty, staff and students required by Marine Programs operations such as cruise
- At captain's request, composes internal and external letters and memoranda
- Maintains office supplies and equipment for captain's office and conference room
- Selects and manages Marine Programs student assistants
- Makes travel arrangements for Marine Programs staff as required
- Processes travel claim forms via Concur and direct reimbursement forms
- Maintains timesheets for all Marine Programs non-exempt employees
- At the direction of the captain, prepares any MARAD required reports regarding custodial care of the training ship and MARAD support of SMA cadet training
- Input data and transactions into Peoplesoft and other software programs

Training Ship Cruise Preparation

- Collect and verify necessary personnel documentation for all faculty, staff, adjuncts and cadets including:
 - Passport, Visas, Resident Alien Cards, etc.
 - Merchant Mariner Document
 - TWIC
 - Cal Maritime Port Pass
 - Emergency Contact List
- Prepare Cruise Handbook, Cruise Calendar, and other cruise related documents
- Assist captain with pre-cruise communications with port agents
- Set up pre-cruise informational meetings for cadets
- Maintain cruise cadet database
- Help select and then train cadet purser

- Make pre-cruise travel arrangements for cruise adjuncts as necessary

Preparation for Annual Day on the Bay Public Relations Event

- Set up DOB preparation meetings
- Prepare all guest informational documents
- Coordinates DOB preparation activities with University Advancement and Enterprise Services staff
- At the direction of the chief mate and chief engineer, prepares DOB Station Bill for all crew and cadets

Service as Purser on Cruise

- Set up Ship's Office prior to cruise including ordering all necessary office equipment and supplies
- Maintain and secure all cruise personnel records and documents
- Prepare and distribute daily ship newsletter *Bear's Tale*
- At captain's direction, prepare all necessary customs and immigration forms, crew lists, stores lists and other required documents prior to arrival at each port on cruise
- Assist faculty in production of any hard copy lesson materials or tests that may be required
- Makes arrangements including transportation for cadet official port activities requested by faculty or commandants

Service as Purser on Day on the Bay

- Check in all guests, crew and cadets on dock
- Submit official muster list to captain prior to departure

REQUIRED QUALIFICATIONS:

- **Education:** A bachelor's degree and/or equivalent training and administrative work experience involving study, analysis, and/or evaluation leading to the development or improvement of administrative policies, procedures, practices, or programs.
- Ability perform day-to-day administrative, technical and analytical duties in support of the departments.
- Working knowledge of general practices, program and administrative specialty; basic knowledge of and ability to apply fundamental concepts; working knowledge of budget policies and procedures. Ability to learn, interpret and apply a wide variety of policies and procedures relating to and impacting the departments. Knowledge of basic methods and procedures for research and statistical analysis and the ability to apply them.
- Ability to analyze data and make accurate projections using business mathematics and basic statistical techniques; ability to organize and plan work and projects including handling multiple priorities simultaneously.
- Applied knowledge of confidentiality issues when working with/around sensitive student documents, including the ability to effectively handle interpersonal interactions at all levels.
- Exhibits high personal integrity in handling sensitive interpersonal situations and records.
- Detailed knowledge of applicable university infrastructure, policies, and procedures.
- Expertise in the use of Microsoft Windows applications to include Word, Excel, and Access; knowledge and experienced with Adobe Acrobat and the creation of PDF files; and mail merge procedures in formulating a myriad of standard documents and awards. Expertise in the maintenance and posting of new/revised information to the Office's websites.
- Thorough mastery of English grammar, punctuation, and spelling.
- Excellent oral communication skills.
- Ability to troubleshoot most office administration problems and respond to all inquiries and requests.
- Ability to perform standard business math.
- Ability to make some independent decisions in day-to-day operations.
- Ability to establish and maintain effective communication and cooperative working relationships within a diverse multi-cultural environment.

PREFERRED QUALIFICATIONS:

- Experience in and knowledge of higher education infrastructure, policies, and procedures
- Experienced with PeopleSoft

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

HOURS of WORK/TRAVEL: Travel outside of normal business hours. The Assistant to the Captain maybe required to participate in the Academy's annual training cruise of approximately 60 days as a condition of employment. The successful candidate will be subject to the Academy's random drug testing program, be required to complete a background investigation and pre-employment physical, including a drug test prior to beginning work. As required by Federal regulations, the candidate must be able to obtain a Merchant Mariners Document issued by the US Coast Guard, and a TWIC card issued by the Transportation Safety Administration. In addition, each year the candidate must satisfactorily complete a physical and drug screening for participation in the training cruise.

BACKGROUND CHECK: Satisfactory completion of a background check (including a criminal records check and fingerprinting) 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.

DESIGNATED POSITION: This position is a "designated position" in the California State University's Conflict of Interest Code. The successful candidate accepting this position is required to file Conflict of Interest forms subject to the regulations of the Fair Political Practices Commission.

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.