Position Title: Company Commandant

Job Bulletin Number: 103333

Classification: Student Services Professional IV

Department: Office of the Commandant

Full/Part-time: Full-time

Employment Type: Temporary

Bargaining Unit: 4, APC

Pay Plan: 12 month

Salary Range: $5,531 - $7,633 per month. Hiring salary anticipated to be $5,531 - $6,300 per month commensurate with education and experience. A furnished, on-campus apartment (space available) and meal plan is included in the compensation.

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, physical and drug screening

Closing Date: Open until filled. A review of applications will begin Monday, January 3, 2022 and the review period may end at any time thereafter.

POSITION SUMMARY:
The Office of the Commandant is responsible for combining every element of a cadet’s experience with intentional leadership development in order to create graduates who are recognized as leaders in their industry. It is comprised of a Commandant of Cadets, Deputy Commandant, two Company Commandants, and an Administrative Assistant. Together, The Office ensures that the Edwards Leadership Development Program is at the forefront of each Cadet’s experience and that each cadet progresses through the program through completion.
Company Commandants are resources, mentors, and leadership coaches. They connect the academic world with what cadets are doing outside of the classroom. They are responsible for the practical leadership development within the Corps of Cadets through daily interactions, trainings/workshops, and structured opportunities for cadet leadership involvement. Company Commandants work with cadet leaders within their assigned Company to ensure the requirements and routine of the Corps are met.

Company Commandants are key players in Residential Life, Cadet Summer Orientation, the annual Training Cruise aboard the Training Ship Golden Bear, International Experience, and other outside-the-classroom educational experiences. In each, Company Commandants engage directly with cadets to ensure their success in the experience, while fostering relationships that extend well beyond campus.

Company Commandants participate in a residence life duty rotation and respond to campus concerns and emergencies. Our residence halls include Upper Residence Hall and the Training Ship Golden Bear for first-year students and Lower Residence Hall, McAllister Hall, and Maritime North for upper-class students.

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:

**Corps of Cadets Development and Support**
- Provide training, mentorship and direct supervision to the Corps of Cadets in support of leadership development and overall cadet success.
- Supervise, monitor, and evaluate the performance of Corps of Cadets leaders within assigned Company. This involves coaching for cadet success.
- Participate in coordinating cadet leadership recruitment and selection.
- Update applications, position descriptions, contracts, and other documents as needed.
- Select, train, and educate Cadets in the execution of assigned duties and responsibilities associated with the Corps of Cadet to include formation muster, instruction, and inspection requirements.
- Ensure Corps of Cadets standards of conduct and uniform and grooming requirements are communicated to all cadets and demonstrate accountability to those standards.
- Oversight of the Cadet watch standing requirements to ensure watch standing and scheduling requirements are properly managed and executed.
- Lead a “Company Team” comprised of one professional staff member from each office in Cadet Affairs collectively supporting assigned.
- Actively participate in design and implementation of Cadet Summer Orientation.
- Assist with planning, coordination and management of move-in and move-out process.
- Schedule and perform room inspections and assess damage billing fees.
- Assist with management of cadet occupancy.
- Serve in duty rotation and respond to any campus emergencies.

**Leadership Development**
- Educate cadets on the theory and practice of leadership while supporting an environment for cadets to “try out” different leadership styles.
- Conduct Corps of Cadets leadership and professional development seminars/workshops.
• Provide insight and support on emerging ideas and research for life-long learning.
• Support the planning and execution of leadership development retreats.
• Participate in assessment of the program on individual and programmatic levels.
• Foster an environment of cross-campus collaboration amongst faculty, staff, and cadets for program design and delivery.
• Participate in regular conversations with external stakeholders regarding best practices for leadership development.
• Train and serve as a facilitator in the Edwards Leadership Development Program.

**Summer Conference Housing/Training Cruise/International Experience/ELDP Summer Initiative**

• Participate in annual training cruise (approximately 2 months) or International Experience (30 days) as Company Commandant.
• Serve as Judicial Officer for all conduct at sea and ashore. Must maintain accurate records that can be utilized by campus Judicial Officer upon return.
• Ensure consistency among the campus, summer cruise, and international experiences regarding cadet leadership development.
• Perform relevant shipboard/international experience administrative duties.
• Assist with Summer Conference Housing logistical support.
• Design, execute, and facilitate summer programming for the Edwards Leadership Development Program.

**Assist in Administering Random Drug Testing Program**

• Coordinate with Third Party Administrator to administer and facilitate Random Drug Testing Program at the Academy.
• Attend any necessary training sessions to ensure compliance with DOT & US Coast Guard Regulations.
• Initiate discipline procedures when necessary and conduct follow-up counseling sessions.

**Campus Involvement & Representation**

• Represent Office of the Commandant on various committees & on-campus events
• Represent Cal Maritime at various off-campus events including Community Service
• Recommend solutions to problems and changes in program procedures based on best developmental practices and with cadet input
• Respond to phone, mail, and email questions and concerns;
• Interface on Admissions Days, Move-in/Move-Out Days, and Orientation

**REQUIRED QUALIFICATIONS:**

• **Education:** Equivalent to graduation from a four-year maritime academy, college or university in a related field, including or supplemented by upper division or graduate course work in counseling techniques, student affairs, interviewing, and conflict resolution where such are job-related.

AND

• **Experience:** Possession of these knowledge and abilities is typically demonstrated through the equivalent of four years of progressively responsible maritime, student affairs, transportation, environmental, engineering, military, or public policy work experience or related experience working with the college age demographic. A master’s degree in Higher Education Administration, Business Administration, Industrial/Organizational Psychology, or a directly related field may be substituted for one year of experience.

• Knowledge of leadership education and student development
• Experience mentoring/coaching students or young adults
• Experience working in a team environment
• Ability to establish and maintain cooperative working relationships within a diverse multi-cultural environment
• Ability to analyze complex situations accurately and adopt effective courses of action.
• Ability to determine appropriate courses of action and proper techniques to utilize while engaged with individuals in personal interactions of an argumentative or sensitive nature.
• Excellent oral and written communication skills
• Excellent listening skills
• Ability to apply techniques in motivating and evaluating students or assigned personnel
• Ability to function in a structured, uniformed environment
• General knowledge of individual counseling techniques
• General knowledge or the ability to rapidly acquire such knowledge, of the organizational procedures and activities of the specific campus to which the position is assigned.
• Working knowledge of student services programs outside the program to which immediately assigned.
• Ability to advise students individually and in groups on complex student-related matters.
• A team player with the willingness to take initiative on new projects and embrace changes.
• An understanding of how the areas of leadership development, food service, technology, facilities management and judicial affairs impact campus life.

PREFERRED QUALIFICATIONS:
• Master’s degree in Higher Education Administration, Business Administration, Industrial/Organizational Psychology, or a directly related field.
• Knowledge of or experience in the maritime industry
• Knowledge of shipboard training requirements
• Team-building workshop design and facilitation
• Experience and knowledge of project management, classroom instruction, mentorship, and team building

SPECIAL CONDITIONS:
Residency and Duty Rotation
• The Company Commandant position is a live-on campus requirement (space available). Each year the incumbent will be required to work a variety of shifts that may include working days, evenings, weekends and holidays.
• In addition to working in a typical office environment, the Company Commandant supervises, works, and may live in a 3-story residence hall that has no elevator and must be able to coordinate emergency evacuation procedures as required. The on-campus work environment is non-air conditioned.
• Up to six professional staff will share 24-hour on-call duties; however, actual working time is varied. Incumbent will be required to answer the duty phone and respond as appropriate to calls from the cadet residential housing officers and other campus stakeholders.

Shipboard Requirements
• Ability to function successfully in limited living and working spaces, climb ship ladders and stairs and transit narrow hallways, and to perform assigned duties maintain balance while occasionally experiencing rolling motion aboard ship; ability to lift and move moderate weights (up to 50 lbs.) in a safe manner.

Summer Conference Housing/Training Cruise/International Experience Requirements
• The incumbent will be required to participate in an annual 65-day training cruise aboard the Training Ship Golden Bear (TGSB) or a 30-day international experience in support of the Academics department. This will require the incumbent to obtain a Merchant Mariners Document issued by the U.S. Coast Guard and U.S. passport. This will include a background check, physical and drug screen, 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 incumbent may be required to provide residential life logistical support for up to four months with Summer Conference Housing.

PHYSICAL, MENTAL and ENVIRONMENTAL CONDITIONS:
• Up to 40% of the activities involve sitting, standing, squatting, kneeling or walking; involves lifting heavy weight objects limited to 50 pounds; may involve pushing and pulling objects within the weight limits.
• Exposed to excessive noise
• Around moving machinery
• Exposed to marked changes in temperature and/or humidity
BACKGROUND CHECK: A background check (including a criminal records check and fingerprinting) must be satisfactorily completed before any candidate can be offered a position with the CSU. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current CSU employees who apply for the position.

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.

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.