**Position Title:** Company Officer - Repost

**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 Thursday, May 19, 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, three Company Officers, 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 Officers 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 Officers work with cadet leaders within their assigned Company to ensure the requirements and routine of the Corps are met.

Company Officers 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 Officers engage directly with cadets to ensure their success in the experience, while fostering relationships that extend well beyond.

Company Officers that live on campus participate in a 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 cadets and Lower Residence Hall, McAllister Hall, and Maritime North for upper-class cadets.

**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 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 the scenic Vallejo waterfront, the campus serves a student population of approximately 1000 undergraduates and 50 graduate students.

Cal Maritime offers seven baccalaureate degrees in Business Administration, Global Studies and Maritime Affairs, Facilities Engineering Technology, Marine Engineering Technology, Mechanical Engineering, Marine Transportation and Oceanography. The undergraduate curriculum includes licensing programs for future merchant marine, coast guard and naval reserve officers. Cal Maritime also offers a Master of Science in Transportation and Engineering Management degree, 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.
- 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 Student Affairs in collectively supporting assigned Company.
- 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 a Company Officer.
- 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 leadership conferences
- 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 with cadets and campus community on Admissions Days, Move-in/Move-Out Days, and Orientation
REQUIRED QUALIFICATIONS:

EDUCATION: Equivalent to graduation from a four-year college or university in a related field plus upper division or graduate course work in counseling techniques, interviewing and conflict resolution where such are job related.

EXPERIENCE:

• Possession of these knowledge and abilities is typically demonstrated through the equivalent to four years of progressively responsible professional student services work experience which includes experience in advising students individually and in groups, and in analysis and resolution of complex student services problems.

• A master’s degree in Counseling, Clinical Psychology, Social Work, or a job-related field may be substituted for one year of professional experience. A doctorate degree and the appropriate internship or clinical training in counseling, guidance, or a job-related field may be substituted for two years of the required professional experience for positions with a major responsibility for professional, personal or career counseling.

KNOWLEDGE AND ABILITIES

• Knowledge of leadership education and student development
• Experience working in a team environment
• Thorough knowledge of the policies, procedures and practices of the program area to which assigned or the ability to quickly acquire such knowledge
• General knowledge of the policies, practices and activities of Student Services programs outside the program to which immediately assigned
• General knowledge of the principles, problems and methods of public administration, including organizational, personnel and fiscal management; general knowledge of advanced statistical and research methods
• Ability to carry out very complex assignments without detailed instructions;
• Advise students individually or in groups on varied and complex matters;
• Determine the appropriate course of action and proper techniques to utilize while engaged with individuals and groups in personal interactions of a sensitive nature;
• Reason logically and analyze and solve organizational and operating problems of one or several program areas;
• Plan, coordinate and initiate actions necessary to implement administrative or group decisions or recommendations;
• 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; understand the roles and responsibilities of others and to gauge relationships accordingly by taking into account the variety of the interrelationships, motivations and goals of the members of the organization served; and establish and maintain effective, cooperative and harmonious working relationships in circumstances which involve the denial of requests or the necessity to persuade others to accept a different point of view.
• 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
• 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:

• Proven operational leadership experience in maritime, military, or business environments
• Knowledge of or experience in the maritime industry as a licensed mariner
• Knowledge of shipboard training requirements
• Military experience in platoon or company level command
• Team-building workshop design and facilitation
• Experience and knowledge of project management, classroom instruction, mentorship, and team building
• Master’s degree in Higher Education Administration, Business Administration, Industrial/Organizational Psychology, or a directly related field.

SPECIAL CONDITIONS:

RESIDENCY AND DUTY ROTATION: The Company Officer is a live-on campus eligible position. Under this option, a furnished, on-campus apartment and meal plan (when Dining Services are open during academic year) is provided as part of employment compensation. 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 Officer 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 five 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 heavy weights (up to 50 lbs.) in a safe manner.

SUMMER CONFERENCE HOUSING/TRAINING CRUISE/INTERNATIONAL EXPERIENCE REQUIREMENTS: The incumbent is required to participate in an annual 62-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 Transportation Worker Identification Credential (TWIC), 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

**HOURS OF WORK/TRAVEL:** Travel may also occur outside of normal business hours.

**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](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.