Position Title: Cal Maritime Ambassador – Multiple Openings!

Job Bulletin Number: 103348

Classification: Casual Worker

Department: Admissions and Outreach

Full/Part-time: Part-time, on-call – Up to 29/hrs per week

Employment Type: Temporary

Bargaining Unit: E99 - excluded

Pay Plan: 12 month

Salary Range: Anticipated hiring salary is $20/hr commensurate with experience and education.

Pre-Employment Conditions: Background including fingerprinting and DMV records check.

Closing Date: Open until filled. A review of applications will begin Thursday, September 1, 2022 and the review period may end at any time thereafter.

POSITION SUMMARY: The Casual Worker will provide general information about Cal Maritime at various recruiting events throughout California. This position will collect contact information for the Cal Maritime Enrollment Management Counselors to follow-up on prospective 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 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:
• Provides admissions information to prospective 1st year and transfer students throughout California.
• Provide perspective student information to Cal Maritime Enrollment Management Counselors.

REQUIRED QUALIFICATIONS:
• High School diploma or equivalent.
• General knowledge of Cal Maritime and majors within the university.
• Must have current California Drivers license, proof of insurance and reliable transportation
• Ability to provide excellent customer service.
• Experience with making presentations to individuals and groups.

PREFERRED QUALIFICATIONS:
• Bachelor’s degree from an accredited university (preferred)

SPECIAL CONDITIONS:

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.

HOURS of WORK/TRAVEL: Travel locally to schools and events within the state of California. May travel outside of normal business hours.

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