Department: Enrollment Management - EM (Admission, Financial Aid, Registrar, Retention)  
Supervisor: Cecilia Santos

Job Title: Enrollment Management (EM)  
Cadet Ambassador (FWS/Non-FWS)

Hours to be Worked: Depends upon schedule. Available hours include 8am-7pm Monday through Friday and one Sat. monthly 10am-2pm.

Pay Level: 2  
Hourly Pay Rate: 15.50

Job Summary (purpose of nature of work):  
Enthusiastic current cadets to serve as brand ambassadors to help support efforts across enrollment management (EM) which includes admission, financial aid, the registrar and retention. Play a role in growing enrollment and getting the word out about Cal Maritime through outreach, recruitment and integrated marketing communications. Also seeking cadets to help staff lead the EM Cadet Ambassador group by working to define, redefine, evolve and grow the EM Cadet Ambassador program by creating orientation, onboarding, training and professional development.

Job Duties:  
Several ambassador roles are available  
1. Campus tours (escort individuals, families, and groups around campus projecting your voice and walking backwards)  
2. Social Media (help to manage existing Facebook, Twitter and Instagram accounts and pave a way for new, new media outlets)  
3. Office (help with email, errands, events, data entry, filing, mail, phones, presentation creation, print, text, website and scheduling)  
4. Recruitment (represent Cal Maritime at off-campus local and virtual events to prospective students, community-based organizations, and secondary and post-secondary school staff)

Required (or Preferred) Skills, Knowledge, and Abilities:  
Good telephone voice | Enthusiasm | Excellent interpersonal skills | General office knowledge | Reliable | Excellent knowledge of campus | Excellent communication (verbal, written, listening) skills | At ease with the public and in large and small groups | At ease with diverse groups | Sense of humor | Willingness to learn | Open to coaching and mentoring | Committed to continuous excellence | Attention to detail | No one has all of this. If you love Cal Maritime and are doing well in your studies - apply, we will train you on everything you need to know! | SumTotal training bundle required to be completed upon hire | Confidentiality Agreement to be signed upon hire.

Background Check: Satisfactory completion of a background check (including a criminal 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

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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.

**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.

Reasonable Accommodations will be provided to applicants with qualifying disabilities who self-disclose by contacting the Benefits Coordinator at (707) 654-1146.