Department: Training Ship Golden Bear / Office of the Commandant

Supervisor: Chief Mate Stacy Shonk and Commandant David Taliaferro

Job Title: Information Technology Cadet Assistant – (FWs/Non-FWS)

Hours to be Worked: 10 to 20 hrs per week

Pay Level: II

Hourly Pay Rate: $15.50

Job Summary (purpose of nature of work):

Under the direction of Chief Mate Stacy Shonk, from TSGB and the Commandant of Cadets, David Taliaferro, Cadet Assistant will provide technical support to both departments on I.T projects. Develop, enhance, and maintain automated data, application programs and operating systems consistent with the rules and regulations of the CSU.

Job Duties:

- Provide I.T assistance to department personnel.
- Develop, maintain, update, and oversee project plans.
- Monitor and maintain project communication plans and process.
- Convert and implement new systems or upgrade existing systems.

Required (or Preferred) Skills, Knowledge, and Abilities:

- Good leadership skills.
- Knowledge with Adobe, Microsoft, and Excel.
- Ability to gather and evaluate project data necessary to meet project reporting and evaluation requirements.
- Ability to work independently with minimal supervision.

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