**STUDENT ASSISTANT JOB DESCRIPTION**

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<thead>
<tr>
<th>Department</th>
<th>Supervisor</th>
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<tr>
<td>TSGB</td>
<td>Captain Bannister/Chief Engineer Adam Kleitman</td>
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<tr>
<th>Job Title</th>
<th>Hours to be Worked</th>
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<tbody>
<tr>
<td>Cadet Student Assistant 1 &amp; 2 – Deck/Engine</td>
<td>Schedule will vary depending on event and holiday (20/hours when class is in session. Up to 40 hours during non-instructional days.)</td>
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<tr>
<th>Pay Level</th>
<th>Hourly Pay Rate</th>
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<tr>
<td>1</td>
<td>$15.50 to $16.00</td>
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**Job Summary (purpose of nature of work):** The Cadet Student Assistant Secured Watch Stand is responsible for the security of the Training Ship Golden Bear and port facilities for the following events and holidays.

- Labor Day Weekend
- Veterans Day
- Thanksgiving Break
- The Winter Holiday Break (end of Fall Semester)
- Martin Luther King
- Cesar Chavez Day
- Spring Break
- Freshman Orientation (2nd year cadets and upper level cadets)

**Job Duties:**

**Deck/Engine/MPM Watch Standers**

Follow Night & Standing Orders to include:

- Completion of all rounds
- Keeping an accurate/neat log book
- Upholding controlled access to the Port and Surrounding areas
- Providing adequate change over with person relieving the watch

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

**Deck/Engine/MPM Watch Standers**

**Required:**

- Knowledge of fire safety & procedures, flooding safety & procedures, and overall security procedures.
- Knowledge of Port Security box procedures, fire safety & procedures, flooding safety & procedures, and overall security procedures.
- Knowledge of correct power outage protocols & procedures
- Knowledge of proper incident notification procedures
- Competency in completing all necessary rounds
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