



## **Corps Commander**

*Compensation: \$2,380 Stipend*

- Lives in campus housing
- Serve as primary link to the Compass
- Organize and lead the Corps of Cadets in all matters pertaining to the execution of the daily routine
- Lead Formation
- Directs communications to and from the Corps of Cadets
- Represent the Corps at all meetings and Campus events
- Conduct weekly meetings with key Corps Staff members
- Serve as ex-officio on the ASCMA board
- Meet regularly with a member from the Office of Leadership
- Attend and participate in New Cadet Orientation, Preview Day, Cal Maritime Day, Orientation Leadership Program, Leadership Retreats, etc.
- Attend Campus Leader Council, President's Cabinet, and Strategic Initiative meetings
- Attend the Campus Leadership Council meetings
- Attend monthly meetings with the University President
- Serve on no more than 2 committees including the Campus Leadership Council
- More than 8 hours of work anticipated per week

## **Corps Executive Officer**

*Compensation: \$2,050 Stipend*

- Lives in campus housing
- As required, be prepared to execute all duties of the Corps Commander
- Monitor and assess the appropriate use of liberty by Company and Divisional Officers
- Oversee the general administration of watch program, to include: 1) Creating divisional watch rotations for each semester, 2) Ensuring company watch-bills are accurately planned and updated in accordance with the divisional watch rotation and handbook requirements, and 3) Overseeing the administration with the Cadet Ship's staff (Cadet C/M and Cadet C/E) of watch tracking/evaluations for completion within the allotted time frame.
- Schedule Corps Staff Meetings
- Presiding member of the Cal Maritime Cadet Awards Board, ensures the awards are processed and presented accordingly
- Ensure Corps Staff Meeting agendas and minutes are distributed
- Ensure all Formation Ceremonies are properly planned and executed
- Ensure Cadet of the Month/Quarter nominations are submitted by deadline
- Attend and participate in New Cadet Orientation, Preview Day, Cal Maritime Day, Orientation Leadership Program, Leadership Retreats, Trustee Visits, etc.
- More than 8 hours of work anticipated per week
- Serve on no more than 2 campus committees

## **Corps of Cadets Staff**



### **Corps Operations Officer**

*Compensation: \$1,920 Stipend*

- Lives in campus housing
- Ensures proper instruction on wear of uniforms and grooming standards
- Monitor and assess attendance and inspections during morning formation and other Corps-wide events. This includes ensuring that all attendance/muster sheets are recorded, and absences are documented in Maxient
- Serve as a liaison to Judicial Officer in coordinating Cadet Masts and Conduct Review Boards.
- Manage the Corps Extra Duty Program
- Create opportunities of cadets to bond through activity development with Cadet Leadership Team, Associated Students, Diversity, Equity, and Inclusion Council, etc.
- Attend and participate in New Cadet Orientation, Preview Day, Cal Maritime Day, Orientation Leadership Program, Leadership Retreats, etc.
- Strong relationship with divisional leadership
- More than 8 hours of work anticipated per week
- Serve on no more than 2 campus committees

### **Company Commander**

*Compensation: \$2,050 Stipend*

- Lives in campus housing
- Serve as primary link to the Corps Commander & Executive Corps Staff
- Lead the Company at all Corps formations, inspections, and other Corps-wide events
- Oversee staff and leadership development for Company and Divisional Staff
- Submit Company nomination for Cadet of the Month/Quarter
- Schedule Company Staff meetings
- Attend all Corps Staff meetings
- Ensure the accuracy and timeliness of divisional training
- Meet regularly with Company Commandant
- As needed, serve as a member of the Conduct Review Board
- Attend and participate in New Cadet Orientation, Preview Day, Cal Maritime Day, Orientation Leadership Program, Leadership Retreats, etc.
- More than 8 hours of work anticipated per week
- Serve on no more than 2 campus committees

### **Company Executive Officer**

*Compensation: \$1,650 Stipend*

- Lives in campus housing
- As required, be prepared to execute all duties of the Company Commander

## **Corps of Cadets Staff**



- Coordinate with Divisional Officers and Company Commandant to approve/deny Special Liberty Requests at the beginning of each semester
- Monitor and assess the appropriate use of Liberty and Meritorious Liberty by Divisional Officers
- Ensure accuracy and timely submission of attendance and inspections during morning formation.
- Review merit submissions and work with Company Commandant monthly to assign the proper number merits
- Oversee use of Divisional/Company funds provided by ASCMA
- Serve as a member of the Conduct Review Board
- Regularly meet with the Company Commander and Company Commandant
- Attend and participate in New Cadet Orientation, Preview Day, Cal Maritime Day, Orientation Leadership Program, Leadership Retreats, etc.
- Between 6-8 hours of work expected per week
- Serve on 1 campus committee

#### **Division Commander**

*Compensation: \$1,500 Stipend*

- Lives in campus housing
- Establish two-way communication within the Division
- Lead the Division at all Corps formations, inspections, and other Corps-wide events
- Schedule Divisional Staff Meetings
- Oversee training within division
- Ensure division is aware of all Corps regulations, specifically, uniform & grooming requirements
- Conduct Cadet Masts weekly, as required, for Class II offenses
- Ensure divisional watch-bills are posted and distributed on time
- Attend Corps Staff Meetings
- Serve on 1 campus committee
- Attend and participate in New Cadet Orientation, Preview Day, Cal Maritime Day, Orientation Leadership Program, Leadership Retreats, etc.
- Between 6-8 hours of work expected per week

#### **Division Executive Officer**

*Compensation: \$1,300 Stipend*

- Live in campus housing
- As required, be prepared to execute all duties of the Division Commander
- Oversee general administration requirements of the division to include: 1) Formation Muster - Ensuring accuracy of Section/Squad Leader attendance and ensuring those who are marked U/A are followed up with and documented in Maxient as necessary, 2) Inspections - Conducting divisional inspections & re-inspections as needed, and 3) Watch-bills – Ensuring

### **Corps of Cadets Staff**



that watch-bills are planned and updated in accordance with the divisional watch rotation and handbook.

- Attend and participate in New Cadet Orientation, Preview Day, Cal Maritime Day, Orientation Leadership Program, Leadership Retreats, etc.
- Between 6-8 hours of work expected per week
- Serve on 1 campus committee

### **Cruise Division Commander**

*Compensation: Additional liberty and gangway*

- Establish two-way communication within the Division
- Lead the Division at all Corps formations, inspections, and other shipboard events
- Schedule Divisional Staff Meetings
- Oversee training within division
- Ensure division is aware of all shipboard regulations, specifically, uniform & grooming requirements
- Participates Cadet Masts weekly, as required, for shipboard offenses
- Ensure divisional watch-bills are posted and distributed on time
- Attend Corps Staff Meetings
- Attend and participate in Cruise Leader Training
- Between 6-8 hours of work expected per week

### **Cruise Division Executive Officer**

*Compensation: Additional liberty and gangway*

- As required, be prepared to execute all duties of the Division Commander
- Oversee general administration requirements of the division to include: 1) Formation Muster - Ensuring accuracy of Section/Squad Leader attendance and ensuring those who are marked U/A are followed up with and documented in Maxient as necessary, 2) Inspections - Conducting divisional inspections & re-inspections as needed, and 3) Watch-bills – Ensuring that watch-bills are planned and updated in accordance with the divisional watch rotation and handbook.
- Attend and participate in Cruise Leader Prep Training
- Between 6-8 hours of work expected per week

### **TSGB Staff – Cadet Chief Mate**

*Compensation: \$2,050 Stipend*

- Responsible for the deck department on the TSGB
- Assist in preparing the ship for summer cruise (COI, clean sweep bill, fire teams etc.)
- Assist the Chief Mate as needed
- Assume responsibility of Company CO
- Lead formation underway

## **Corps of Cadets Staff**



- Assist in assigning rooms
- Coordinates divisions and day work
- Coordinate and conduct room inspections onboard TSGB
- Plans events on TSGB
- Develops the cadet watch bill schedule
- Creates the cadet billet lists
- Write turnover notes for the oncoming Cadet chief mate
- Assists with watch discrepancies and emergencies (in port)
- Assist the Corps Executive Office in administration of watch operations throughout the academic year

### **TSGB Staff – Cadet Second Mate**

*Compensation: \$1,650 Stipend*

- Assist Second Mate in daily operations
- Assist in preparing the ship for summer cruise (COI, clean sweep bill, fire teams etc.)
- Assumes responsibility of company XO
- Assists in the leading of formation underway
- Responsible for cadet navigation onboard the TSGB
- Assist in the bridge when mooring or unmooring the ship
- Assist in coordination of divisions and day work
- Assists in coordinating and conducting room inspections while underway
- Helps with the planning of events underway
- Write turnover notes for the oncoming cadet second mate
- Works directly with navigation officer of the ship
- Responsible for working with captain and Navigation Officer to create voyage plan for the summer cruise
- Responsible for creating route for the cruise on ECDIS and inputting them into the ECDIS units on the bridge
- Must plot entire route on both cadet charts and officer charts, and have them in the bridge ready to go well in advance
- Research ports thoroughly
- Create a physical voyage plan in a binder that includes: Coast pilot excerpts, tides/currents, nav aids, any pertinent information of the area, screenshots of ECDIS route, and master pilot exchange form.
- Maintain and organize paper charts
- Update ECDIS, update charts, update coast pilots / light lists weekly
- Host pre-arrival and pre departure meetings with captain, mates, commandant, and ship staff with details of port and voyage plan.
- Must be prepared to and able to change route at any time
- Will walk pilots up to the bridge, and be present on the bridge acting as navigator during every arrival and departure

### **Corps of Cadets Staff**



- Before cruise, order any charts, publications, office/nav supplies, and signal/port of call flags that are needed for the cruise.

### **TSGB Staff – Cadet Third Mate**

*Compensation: \$1,500 Stipend*

- Assist third mate in daily operations
- Assist in preparing the ship for summer cruise (COI, clean sweep bill, fire teams etc.)
- Coordinate with divisional leadership with underway training rotations, mooring etc.
- Participate in all fire drills as the leader of their fire team
- Lead and assist with mooring and unmooring vessel
- Assists in the leading of formation underway
- Maintain and manage the clean sweep bill
- Assist in Man overboard drills
- Write turnover notes for the oncoming cadet third mate
- Assist in vessel preparation for COI as class schedule allows, including general prep, fire drills prior to USCG compliance drills, relevant trainings for cadets in preparation for cruise.
- Assist the vessel 3/M as needed with various projects that come up during cruise prep, like USCG visits, equipment overhauls, trainings, stores loading, equipment inspections, etc.
- Create a Damage Control 2 firefighting team made of upper-class deck and engine firefighters and underclass deck and engine firefighter dress-out assistants. Take necessary actions to train up the team as able prior to USCG drills. Complete this well before cruise.
- Work with the other Corps officers as required to help prepare for cruise.
- Create a Clean Sweep bill (by division, or as specified) to implement on cruise.
- Work on the ship during the week and volunteer time to contribute to making the TSGB a better place (not only as a student employee).
- Assist the vessel 3/M as needed with various projects that come up during cruise, especially during day work rotation, and on days with vessel operations like small boat days, mooring, anchoring, arrival/departure, underway training, and any other unique circumstances.
- Work with cadet divisional leadership on various components of cruise, like small boat days, underway training rotation, etc., as needed or at the discretion of the licensed mates.
- Take part in all fire drills as a firefighter and take part in pre-drill and post-drill briefs. Work through drills to become a leader of your fire team.
- Lead and assist in the mooring and unmooring of the vessel (on the stern).
- Co-lead morning formation with other cadet ship officers.
- Maintain and manage Clean Sweep on cruise, daily from 1600-1630, in conjunction with the Commandant's department and cadet divisional staff.
- Assist in MOB drills and operations as directed by MOB bill.
- Write, and have approved by the 3rd mate, a set of comprehensive turnover notes for the next Cadet Third Mate(s), prior to the end of Cruise.
- Complete your full complement of cruise classes, STCW trainings, watches, and projects.
- Serve as an example of a competent and confident future unlimited tonnage third mate, both

### **Corps of Cadets Staff**



to cadets and faculty/staff.

- More than 8 hours of work per week

#### **TSGB Staff – Cadet Chief Engineer**

*Compensation: \$2,050 Stipend*

- Responsible for engineering department on TSGB
- Assumes responsibility of Company CO
- Plans events on TSGB
- Assist in the leading of Formation underway
- Coordinating divisions
- Assist in managing operations in conjunction with ship staff on TSGB
- Coordinate and conduct room inspections onboard TSGB
- Respond to emergencies in the plant
- Supervise changeover for night engineers (in port)
- Coordinate with engineering training officers to train 4/C Cadets on watch-standing
- Assist the Corps Executive Officer with administration of watch operations throughout the academic year
- More than 8 hours of work per week

#### **TSGB Staff – First Assistant Engineer**

*Compensation: \$1,650 Stipend*

- Assist Cadet Chief engineer in daily operations
- Assumes responsibility of Company XO
- Assist in the leading of Formation underway
- Create and implement schedules for watch, daywork, and special topics
- Coordinate and conduct room inspections onboard TSGB
- Respond to emergencies in the plant
- Supervise changeover for night engineers (in port)
- Coordinate with engineering training officers to train 4/C Cadets on watch-standing

#### **TSGB Staff – Second Assistant Engineer**

*Compensation: \$1,500 Stipend*

- In charge of boiler chemistry
- Assist in implementation of watch, daywork, and special topics
- Assist in the leading of Formation underway
- Coordinate and conduct room inspections onboard TSGB
- Supervise changeover for night engineers (in port)
- Coordinate with engineering training officers to train 4/C Cadets on watch-standing

### **Corps of Cadets Staff**