



VICE PRESIDENT FOR STUDENT AFFAIRS & CADET DEVELOPMENT

The Opportunity

California State University Maritime Academy (Cal Maritime) seeks an outstanding and talented student affairs leader to join the campus community as Vice President for Student Affairs & Cadet Development (VPSA). As a member of the President's Cabinet, the VPSA provides strategic leadership and vision to the Division of Student Affairs & Cadet Development (SA) and the academy community. Student Affairs inspires, guides and supports the development of Cal Maritime cadets through an array of services focused on cadet success and engagement. The VPSA reports directly to Cal Maritime's president.

Cal Maritime is distinguished as the only Pacific coast representative of the six U.S. degree-granting State Maritime Academies. Cal Maritime creates leaders in excellence and change, as reflected in its ranking among the best public colleges in the west according to the 2019 edition of *U.S. News and World Report's Best Colleges*. Cal Maritime cadets are poised and prepared to serve in new and expanding maritime fields, with a world-class education.

Position Summary

The VPSA leads a talented and diverse team of professionals who provide a comprehensive array of student services focused on cadet success and engagement, including: Residence Life, Career Services, Athletics, Title IX, Student Conduct, Counseling & Psychological Services, Student Health Services, Veterans Affairs, Disability Services, Associated Students Inc. (student government), Cadet Community Connections, and the Office of the Commandant. The VPSA inspires and leads in all areas of the cadet experience, including: campus life, daily activities and operations; conduct, morale, and discipline; drills, ceremonies, and physical fitness; and leadership and character development. The VPSA ensures that cadets receive the highest quality experience while leading key initiatives to maximize cadet retention and graduation.

The VPSA drives excellence in cadet leadership development in support of Cal Maritime's mission. The Edwards Leadership Development Program, Cal Maritime's premier leadership development program for cadets, utilizes formal and informal strategies for learning inclusive of the classroom, athletics, and residence life, and features a partnership with the nationally-recognized *Center for Creative Leadership* focusing on the integration of comprehensive approaches to learning.

Roles & Responsibilities

- Leads with broad authority and responsibility for cadet life, including: Corps daily operations, cadet leadership, core values, academy customs and courtesies, and cadet

conduct and discipline. Reviews and makes appropriate changes to the cadet discipline standards. Oversees the cadet peer counseling program.

- Recommends organizational structures, personnel and resources to ensure a living-learning laboratory at all levels.
- Plans, initiates, directs, and assesses co- and extra-curricular programs, developing innovative methods for providing services, engaging team members in short and long-range strategic planning, and implementing successful outreach efforts to prospective and continuing cadets and their families.
- Oversees Cal Maritime student organizations, clubs and activities and the Cadet Handbook, ensuring appropriate development, guidance and supervision of cadets. Maintains a positive, effective working relationship with Associated Students on behalf of the academy administration.
- Leads cadet orientation programming, including academic and personal counseling and assessments, as well as other appropriate programmatic activities associated with academies. Ensures that cadet orientation programs promote self-confidence and teambuilding, and promote a supportive transition into Cal Maritime.
- Implements qualitative and quantitative assessment programs to measure and optimize services in support of cadet academic, social, physical and emotional health, growth and development. Oversees strategies and activities of the campus Educational Opportunity Program (EOP).
- Promotes and supports operational and strategic events, including cadet ceremonies and parades, Parents' Weekend, Alumni Weekend, commencement, and other special events as appropriate. Supports Cal Maritime activities and special events through attendance and/or participation as appropriate.
- Plans and facilitates co-curricular, intramural and athletics activities to enhance cadet development, community building and promote a climate of equity and inclusion. Assumes leadership and responsibility for establishing an environment which promotes respect for cadets, faculty, and staff and which recognizes creativity, initiative and excellence.
- Collaborates with the Provost and the Division of Academic Affairs to enrich the cadet learning experience in and out of the classroom. Recommends, develops and implements student services policies, procedures and practices which foster and promote cadet learning and success, in support of the educational programs of Cal Maritime.
- Represents Cal Maritime to external entities and outside agencies in matters relating to the Cal Maritime's student services. Develops, fosters and promotes new opportunities for partnerships with public and private sector organizations.
- Provides leadership for establishing and implementing a multi-year strategic master plan and supporting annual operational plans aligned with Cal Maritime's strategic goals.
- Supervises the preparation and recommendation of detailed budgets, with cost estimates, for supervised functions. Establishes and maintains budgetary control over supervised functions. Prepares appropriate reports and presentations. Assumes responsibility for other Cal Maritime duties and matters at the discretion of the president.
- Provides leadership over Cal Maritime programs relating to cadet due-process and judicial proceedings, including but not limited to, drafting appropriate policies and procedures and conducting investigations and hearings on student judicial matters.
- Ensures confidentiality of information obtained in the course of business as appropriate.

Minimum Qualifications

- Master's Degree in a related field
- Minimum of five (5) years senior-level professional experience in higher or secondary education student affairs services and program administration
- Demonstrated success in designing, implementing and evaluating programs which promote student retention within a diverse, progressive student services division
- Demonstrated ability to work collaboratively and effectively within an inclusive, diverse campus community, within and across organizational lines
- Demonstrated excellent presentation, negotiation, communication and interpersonal skills in the promotion of organizational mission and vision to internal and external constituencies
- Demonstrated commitment to transparent and shared governance
- Ability to effectively manage resources in a competitive environment
- Demonstrated experience and a strong personal commitment to student welfare and success, and work product excellence through continuous improvement

Desired Qualifications

- Doctorate degree in a related field
- Experience designing and delivering leadership development programming for students
- Familiarity with the maritime environment, trade and industry

Campus and Community

Located on a compact, scenic waterfront campus in Vallejo, California, California State University Maritime Academy (Cal Maritime) is a unique and specialized campus within the 23-campus California State University (CSU) system.

A key part of the campus experience is the annual training cruise aboard our 500-foot Training Ship *Golden Bear*. She serves as a floating classroom/laboratory where classroom concepts in marine transportation, engineering and technology are practiced and applied. School-sponsored, study-abroad trips provide those studying international business, logistics, maritime security and maritime policy with a first-hand exposure to those practices in locations around the world.

Cal Maritime's approximately 1,000 cadets enjoy a program distinguished by classroom learning integrated with applied technology, leadership development and global awareness.

Cal Maritime graduates have excellent career opportunities on land, in ports, and at sea. Cal Maritime has the highest employment rate in the CSU system, 94% within three months of graduation, with starting salaries near the top of national averages. Government data confirms that Cal Maritime alumni have the highest average salaries of any college or university (public or private) in the country.

COMPENSATION

Salary is commensurate with education, qualifications and experience.

An excellent comprehensive benefits package is available for qualifying positions which includes medical, dental, vision, life and disability insurances, pension (CalPERS), retirement plans, tuition fee waiver, vacation, sick leave, and 14 paid holidays per year.

CONDITIONS OF EMPLOYMENT

- This is a position in the California State University Management Personnel Plan (MPP). Appointments to MPP are at-will and serve at the pleasure of the President.
- Applicants must provide proof of U.S. citizenship or authorization to work in the United States within three days from the date of hire.
- A background check (including a criminal records check) must be satisfactorily completed before any candidate can be offered a position with the CSU. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current CSU employees who apply for the position.
- This position is a “designated position” in the California State University’s Conflict of Interest Code. The successful candidate accepting this position is required to file Conflict of Interest forms subject to the regulations of the Fair Political Practices Commission.
- 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.

APPLICATION PROCESS

Cal Maritime encourages applications from candidates who have strong administrative experience in Student Affairs in higher or secondary education. Cal Maritime also encourages applications from exceptional candidates with nontraditional backgrounds who have significant experience in leadership program development and implementation coming from private industry, nonprofit, military, or government sectors that are relevant in the higher education setting.

The Search Committee will begin reviewing applications immediately and continue to accept applications and nominations until the position is filled. Applicants must submit a current resume or curriculum vitae and a cover letter describing relevant experience and interest in the position. Nomination letters should include the name, position, address and telephone number of the nominee. All applications and nominations will be handled in confidence.



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Refer to code “Cal Maritime VPSA” in the subject line
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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.