

Corps of Cadets Leadership Position Descriptions

All position lengths of employment are annual unless otherwise stated.

Corps Commander

Compensation: \$3,000

- 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: \$2,400

- 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
- Chair of Cal Maritime Cadet Awards/Traditions Board; ensures board is filled with cadets from all aspects of campus. Oversee 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 Operations Officer

Compensation: \$2,200

- 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 and manage a Corps divisional point system
- 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
- Creates and distributes Plan of the Week and Plan of the Month
- More than 8 hours of work anticipated per week
- Serve on no more than 2 campus committees

Company Commander

Compensation: \$2,200

- 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: \$1,700

- Lives in campus housing
- As required, be prepared to execute all duties of the Company Commander
- 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 formation liberty by Divisional Officers
- Ensure accuracy and timely submission of attendance and inspections during morning formation.
- 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

Company Operations Officer

Compensation: \$1,500

- 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.
- Support the needs tasked by the Corps Operations Officer
- Create opportunities for cadets to bond through activity development with cadet leadership teams, 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 company and divisional leadership
- Oversees the Divisional Operations Officers
- Distributes Plan of the Week and Plan of the Month
- Create and distribute company newsletter weekly
- More than 8 hours of work anticipated per week
- Serve on no more than 1 campus committees

Division Commander

Compensation: \$1,500

- 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

- 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 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

Divisional Operations Officer

No Compensation

- Lives in campus housing
- Ensures proper instruction on wear of uniforms and grooming standards
- Create and disrepute POW
- Complete any tasks assigned by the Divisional staff
- Create opportunities for 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 4 hours of work anticipated per week

Engine Company Executive Training Officer

Compensation: \$1,400

- In charge of the engine company training program during the year
- Coordinate trainings and study sessions for engine company as a whole alongside the Cadet CHENG and engineering faculty with a focus on supplemental engineering skills
- Coordinate with the Cadet CHENG to provide cruise preparation trainings including, but not limited to, cruise round trainings, freshman signoff trainings, and senior signoff trainings
- Enforce the twelve 3/C signoffs for every 4/C cadet going on cruise
- Oversee the EPO-125 systems training and grading program through the ITO and the ATOs
- Set and maintain quality standards for the ITO and ATOs through regular meetings
- Coordinate with the EPO-125 and EPO-125L professors for grade advisements of the systems drawings

Engine Company Instructional Training Officer

No Compensation

- Directly manage the divisional ATOs in the day-to-day operations of the EPO-125 systems training program, ensuring regular communication and trainings between the ATOs and their divisions
- Assist the ETO in their duties by focusing on freshman trainings and preparations, allowing the ETO to coordinate larger scale company trainings
- Ensure that systems grade advisements are reasonable and consistent while attending all of the grade advisement sessions



- Ensure that the master copies of the systems drawings are kept up to date and that the ATOs are using the master copies for reference during trainings
- Ensure that the ATOs are providing accurate and helpful information during their trainings

Academic Training Officer (ATO) Description

No Compensation

- Assist 4/C cadets in building their systems tracing skills through completing technical drawings on the TSGB in conjunction with EPO-125 and EPO-125L.
- Prepare the engineering cadets for their cruises through sign offs and training for the completion of basic cruise duties along with simple engine room machinery knowledge.
- Potentially be asked to assist the professor for EPO-125L to grade submitted systems drawings.
- Routine communication with your respective division regarding information for said trainings and pre-cruise signoffs.
- ATOs host two systems trainings a week, cruise trainings are expected to start in a timely manner, adding up to about 3-6 hours a week.
- Applicable traits would include open-mindedness to lower-classmen input, a willingness to attend most of the trainings and answer questions outside of trainings, a good working grasp of the systems of the TSGB, and how to trace a pipe.
- Must have completed EPO-125 and EPO-125L, and ideally would have shown interest in the position through assisting current ATOs at trainings.

MPM Professional Development Officer

Compensation: \$1,400

- Directly supervised by the MPM Executive team.
- Work with the MPM Company Officer and Deans/Department Chairs of all MPM majors to develop programs for professional development per their guidelines.
- Manage accountability for any programs which are created. This is to include MPM Training Ship Golden Bear watch.

Training Ship Golden Bear Corps Leadership Positions

TSGB Corps Leadership Positions have various lengths of employment as stated below.

TSGB Corps Training Ship Commander

Compensation: \$1,900

- Organize and lead Corps of Cadets in all matters pertaining to the execution of the daily routine on Cruise.
- Supervises the Cadet Chief Engineer and Cadet Chief Mate
- Primary cadet supervisor for cadet disciplinary matters on board.
- Arranges berthing assignments
- Organizes Clean Sweep for the vessel. Commandant's office to inspect/clear daily
- Organizes/prepares cadets for daily room inspections. Commandant's office to inspect/clear daily
- Organizes Divisional Rosters in collaboration with the Commandant
- Organize Divisional Liberty Schedules
- Organize cadet onload at beginning of Cruise/offload at end of Cruise
- Organizes Cruise Leader Training

- Arranges Corps Staff Meetings
- Arranges and participate in Cruise Leader Training
- Leads daily 0700am formation
- Supervises daily MAA rotation(Master At Arms)
- Length of employment is for Training Cruise only

Cruise Division Commander

Compensation: Additional liberty and gangway privileges

- 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
- Assists in coordinating and conducting room inspections while underway
- 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
- Length of employment is for Training Cruise only

Cruise Executive Officer

Compensation: Additional liberty and gangway privileges

- 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
- Assists in coordinating and conducting room inspections while underway
- 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
- Length of employment is for Training Cruise only

Cadet Chief Mate

Compensation: \$1,900

- Responsible for the cadet deck department on the TSGB
- Assist in preparing the ship for summer cruise (COI, Station Bill, fire teams)

- Assist the Chief Mate as needed
- Assume responsibility of Company CO
- Assist in assigning rooms
- Coordinates divisions and day work
- Assists in coordinating and conducting room inspections while underway
- Develops the cadet watch bill schedule
- Participates in Cruise Leader Training
- 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
- Assist the ship's crew with all TSGB operations throughout the Academic Year.
- Assist in Secured Watch recruitment throughout the year
- Length of employment is Annual

Cadet Second Mate

Compensation: \$1,600

- 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

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

Cadet Third Mate

Compensation: \$1,400

- 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
- Assists in coordinating and conducting room inspections while underway
- 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.
- Length of employment is Annual

Cadet Chief Engineer

Compensation: \$1,900

- Responsible for cadet engineering department on TSGB
- Assumes responsibility of Company CO
- Assist the Chief Engineer as necessary
- Assist in the leading of Formation underway
- Coordinates Divisions and Daywork
- Assists in coordinating and conducting room inspections while underway
- Participates in Cruise Leader Training
- 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
- Assist in Secured Watch recruitment throughout the year
- Length of employment is Annual

Cadet First Assistant Engineer

Compensation: \$1,600

- 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
- Assists in coordinating and conducting room inspections while underway
- 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
- Length of employment is Annual

Cadet Second Assistant Engineer

Compensation: \$1,400

- In charge of boiler chemistry
- Assist in implementation of watch, daywork, and special topics
- Assist in the leading of Formation underway
- Assists in coordinating and conducting room inspections while underway
- Supervise changeover for night engineers (in port)
- Coordinate with engineering training officers to train 4/C Cadets on watch-standing
- Length of employment is Annual

Cadet Third Assistant Engineer

Compensation: \$1,400

- Assist in implementation of watch, daywork, and special topics
- Assist in the leading of Formation underway
- Assists in coordinating and conducting room inspections while underway
- Coordinate with engineering training officers to train 4/C Cadets on watch-standing



- Length of employment is Annual