



Chief of Staff to the President and Associate Vice President for University Affairs Position Profile

[California State University Maritime Academy](#) (Cal Maritime) invites applications and nominations for the position of Chief of Staff to the President and Associate Vice President for University Affairs (Chief of Staff). The successful candidate will serve as a critical strategic and tactical partner to the President must have strong judgment, keen interpersonal skills, and exceptional collaborative ability to support the highly effective work environment that exists amongst Cal Maritime's senior leadership team.

Cal Maritime

Located on a compact but scenic waterfront campus in Vallejo, California, Cal Maritime is a unique and specialized campus within the 23-campus California State University system. Serving nearly 1,100 students, Cal Maritime is one of only seven degree-granting maritime academies in the United States – and the only one on the West Coast. It also serves as the U.S. Maritime Administration's regional academy for California, Hawaii, Alaska, Washington and Oregon. Expanding on its traditional and important role as a nautical training school for seafarers, the University has become a complex educational institution granting undergraduate and graduate degrees. Today, Cal Maritime offers a focused, structured, and high-quality education to its students through a personalized teaching approach with a student-to-faculty ratio of 14 to 1 and average class size of 20. The University offers bachelor's degree in the following areas: Business Administration with emphases in International Business and Logistics; Facilities Engineering Technology; Global Studies and Maritime Affairs; Marine Engineering Technology; Marine Transportation; Mechanical Engineering; and Oceanography. It also offers a master's degree in Transportation and Engineering Management.

Cal Maritime's clear and enduring responsibility is to train, educate and develop graduates for positions of progressively challenging leadership responsibility in the global maritime profession. The University's unique academic program combines classroom learning with applied technology, leadership development and global awareness. Students experience intellectual learning in high-technology classrooms and hands-on application of theory in modern simulators and laboratories as well as career-oriented internships. Graduates also receive extensive coaching, mentoring and attention from a world-class faculty and staff. Cal Maritime also serves as a resource leader in maritime subject matter for business, government and education. Faculty members are routinely called upon to inform and educate the public well beyond the borders of campus. Their high-impact research and scholarly activities advance the maritime profession and keep them closely connected to industry partners.

All students are enrolled in the Cal Maritime [Corps of Cadets](#), which forms the basic organizational structure of the Academy, and pursue degree programs in marine transportation, marine engineering technology, international business and logistics, mechanical engineering, global studies and maritime affairs, and facilities engineering technology. These programs lead to U.S. Coast Guard licenses or shoreside professional certifications that are in high demand. In addition to Cal Maritime's academic programs instilling the necessary skills and knowledge to

prepare students for success in their chosen majors, the Corps of Cadets stresses the “soft” skills such as responsibility, accountability, leadership, and professional that give Cal Maritime graduates a strong foundation for their future careers. Leadership is further emphasized through the Academy’s [Edwards Leadership Program \(ELP\)](#).

Cal Maritime graduates have excellent career opportunities on land, in ports, and at sea and enjoy extraordinary levels of success as senior leaders, entrepreneurs, and innovators across many industries, in government and in the military, from the ocean floor to space. With 94% of its alums finding employment within three months of graduation, Cal Maritime has the highest employment rate in the CSU system with starting salaries near the top of national averages and government data shows that alumni also have the highest average salaries of any college or university (public or private) in the western United States. Over 90% of graduates go directly into for-profit companies, non-profit organizations, government agencies, or graduate schools and 8% graduate as commissioned officers in the military. Cal Maritime’s reputation among the many corporations, industries, agencies, and graduate schools filled with its alumni is that of a school preparing professional, responsible, and successful graduates.

Training Ship Golden Bear

A key part of the campus experience is the annual training cruise aboard Cal Maritime’s 500-foot Training Ship [Golden Bear](#). The ship 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. All Cal Maritime cadets in the Marine Transportation program and all three Engineering programs participate in at least one sixty day journey visiting a number of ports around the Pacific Rim. Cadets run the ship, including the bridge and engine room, under the supervision of licensed maritime professionals and take classes, perform ship maintenance, and gain a first-hand exposure to ship operations while on-board.

For more information about Cal Maritime, please visit <https://www.csum.edu/>

Position Summary

Working under the general direction of the University President, the Chief of Staff to the President and Associate Vice President for University Affairs provides executive level support and assistance to the University President. The Chief of Staff performs a wide range of executive and high level academic administrative duties of broad scope and complexity requiring outstanding professional skills, ability, originality, mature judgment, and a thorough knowledge of the academic and administrative programs and organizational structure of Cal Maritime. The Chief of Staff is expected to develop recommendations and initiatives involving subtle, sensitive, and sophisticated knowledge and effective professional relationships and collaboration which consider divergent and often contradictory demands and perspectives. A key to the success of the Chief of Staff position is the development and maintenance of a close, effective working relationship with the President and members of the President’s Cabinet.

The Chief of Staff is responsible for overseeing the operational and administrative functions of the Office of the President and the Office of University Affairs. The Chief of Staff manages the Office of the President and Office of University Affairs staff, including hiring, training, developing, and evaluating employees. The Chief of Staff remains cognizant of the President’s daily schedule and is empowered to make decisions and assign resources required to ensure the President’s commitments are met. The Chief of Staff sets exemplary standards for trust, transparency, and teamwork within the President’s office and in all professional interactions.

The Chief of Staff must be able to work independently on academic and operational issues arising in all areas of the University, as well as from outside constituencies. The Chief of Staff must be able to establish and maintain productive working relationships with administrators, faculty, staff, cadets, system-wide offices, regulatory agencies, consultants and community members to ensure effective collaboration while executing initiatives timely in innovative, strategic directions in an environment of campus growth, expansion and change.

Essential Functions/Responsibilities

- Serves as the President's primary strategic liaison with the University and community constituencies and in doing so sets the tone for communications emanating from the President's Office;
- Works with the President and senior administrators on best ways to position the University with civic and business leadership, alumni, and regional elected representatives concerning issues that have a direct, strategic impact on the University's core initiatives;
- Promotes a positive image of the University and higher education by representing the University in community, state, and regional activities;
- Manages all personnel, expenses, budgetary and financial planning of the Office of the President, including day-to-day management of the office;
- Provides leadership, management, and direction for employees within the Office of the President, ensuring efficient and effective utilization of human resources with a strong emphasis on professionalism and customer service. Assigns work, establishes priorities, trains, and guides employees in the execution of their duties; evaluates and manages employee performance;
- Guides and assists in the resolution of cadet, employee, and community concerns;
- Serves as a member of the President's Cabinet. Tracks prioritized tasks and goals as established by the cabinet. Develops and coordinates the contents of agendas for cabinet meetings with the President and other members of the President's Cabinet. Navigates university operations and initiatives through uncertainty and risk in partnership with the President and senior campus leadership;
- Leads and participates in strategic planning and major university policy and administrative decision making through weekly meetings and special sessions including retreats by the President and senior campus leadership;
- Develops and coordinates defined core initiatives for the Office of the President. Executes significant strategic, operational, and cultural programs and initiatives calling for considerable institutional change;
- Oversees special projects for the President in support of institutional priorities;
- Ensures that the President is appropriately briefed and prepared for all meetings and calls;
- Reviews and appropriately directs incoming correspondence;
- Writes and edits communications and reports, reviews materials for speeches and presentations, develops position papers for the President as requested or appropriate;
- Researches, reviews, and provides background material on policies and emerging issues; evaluates materials and proposes recommendations leading to solutions
- Develops and reviews proposals, prepares analyses, drafts responses on matters of strategic importance to the University;
- Assists cadets and employees to facilitate solutions and expedite responses collaboratively across organizational lines;

- Ensures information flow to and from the Office of the President via multiple channels and venues;
- Represents the President and the Office of the President at campus and community functions and events, and through service on select committees as assigned or appropriate;
- Serves as the primary point of contact for the Office of the President in the President's absence;
- Performs other duties and special assignments as requested or appropriate.

Required Skills, Knowledge and Abilities

- Master's degree or higher in a related field;
- A minimum of five years of experience working as a senior staff or faculty administrator in a complex organization (such as a University) in support of an executive;
- Demonstrated experience working in appropriate professional areas with progressively increasing responsibilities, or an equivalent combination of education and experience;
- Demonstrated ability to grasp and add value to executive leader's vision;
- Demonstrated ability to plan, organize, coordinate and direct multiple projects and activities simultaneously with varied and changing deadlines and priorities in a fast-paced work environment; ability to anticipate and avert problems;
- Demonstrated ability to reason logically and analyze and solve complex, evolving organizational and managerial problems; ability to simplify complexity;
- Demonstrated ability to interact and collaboratively succeed with senior leadership;
- Demonstrated understanding and knowledge of the principles and practices of management, supervision, and the administration of applicable laws, rules, regulations, codes, and statutes relating to higher education;
- Demonstrated ability to handle sensitive information in a confidential manner;
- Excellent calendar management skills including the coordination of complex executive meetings;
- High degree of self-motivation;
- Strong ability to anticipate office needs, plan ahead, and meet those needs proactively and strategically in a timely manner;
- Ability to follow-up on all projects and tasks and successfully complete them on time;
- Excellent interpersonal, communication, mediation, dispute resolution, and time management skills;
- Demonstrated ability to gather, synthesize and analyze data, compile information, and prepare reports and presentations;
- Keen attention to detail;
- Demonstrated ability to present, display, and maintain professional demeanor at all times;
- Demonstrated ability to maintain diplomatic, effective customer relations;
- Demonstrated organizational and political intelligence;
- Demonstrated commitment to principles of diversity, equity, inclusion, social justice, and multiculturalism;
- A convivial, inclusive, collaborative working style, characterized by respectful listening and consensus-building, and the ability to earn and maintain trust among colleagues, reflecting the University's tradition of transparency and shared governance;
- Proficient in PC compatible software programs such as Word, Excel, Access, and Project;
- Valid State of California driver's license.

Preferred Skills, Knowledge and Abilities

- Demonstrated outstanding programmatic and/or strategic success working with senior leadership in a shared governance, higher education environment
- Advanced knowledge of applicable laws, policies, and operational principles in higher education environment

Application and Nomination Process

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 contact information of the nominee. All applications and nominations will be handled in confidence.

Applications and letters of nomination should be submitted by email to:



Alberto Pimentel, Managing Partner
Marianne Hudz, Principal

Email: apsearch@spaexec.com

Refer to code "CalMaritime-ChiefOfStaff" in the subject line

SP&A Executive Search
6512 Painter Avenue
Whittier, CA 90601

It is the policy of the California State University Maritime Academy to prohibit discrimination and to provide Equal Employment Opportunity in all personnel actions. The Affirmative Action Plan is in compliance with federal laws and The California State University and Colleges Systemwide Guidelines for Nondiscrimination and Affirmative Action Programs in Employment-Executive Order 883.

The goal of this policy is to achieve an employee work force that draws upon the diverse population served by the Academy; to attract and retain talented and motivated employees, representative of that population; and to ensure equal employment opportunities for all. It is Cal Maritime's desire to effect changes that will improve and enhance cultural/gender diversity and to increase the representation of persons who have been underrepresented.