**Assistant Commandant P16 Standard Job Description**

**Classification Title:** Assistant Commandant P16

**FLSA Exemption Status:** Exempt

**Pay Grade:** 16

**Job Description Summary:**

The Assistant Commandant P16, under general direction, supports and assists the Commandant and the Corps of Cadets in all aspects of cadet life. Provides guidance to cadet leadership and individual cadets in participation in military programs. Develops policies and procedures to ensure efficient operation and use of resources.

**Essential Duties and Responsibilities:**

**40% Program Leadership and Oversight**

* Provides leadership and oversees the Corps organization while administering promotions and awards.
* Oversees all aspects of designated programs and administrative areas, providing guidance and supervision to staff.
* Develops, reviews, and revises long and short-term goals, objectives, and strategic plans.
* Establishes policies and procedures for the recruiting office in accordance with overarching guidelines.

**20% Recruitment and Orientation Initiatives**

* Delivers informative presentations to groups covering topics related to the Corps.
* Identifies and processes qualified prospects for the Corps, using a systematic approach.
* Counsels high school students and parents about their college plans.
* Responsible for coordinating orientation programs during New Student Conferences.
* Directs the recruiting efforts of volunteers and supporters who assist in recruitment.

**10% Financial Management**

* Administers the budgeting and financial management operations for the recruiting office.
* Oversees execution of the annual budget along with other financial operations.

**10% Compliance and Investigations**

* Reviews and monitors activities for compliance with university rules and regulations.
* Serves as the principal disciplinarian and assists with the resolution of complex issues.
* Coordinates investigations of alleged violations as necessary.

**20% Duty Title (for the department's use)**

* Remaining Percentage Can Be Determined by Department to Meet Business Needs or Can Be Incorporated into Percentages Above.

**Qualifications**

**Required Education and Experience:**

* Bachelor’s degree or equivalent combination of education and experience.

**Required Experience:**

* Ten years of related experience.

**Required Licenses and Certifications:**

* None

**Required Knowledge, Skills, and Abilities:**

* Ability to multitask and work cooperatively with others.

**Additional Information**

 **Machines and Equipment:**

* Computer
* Telephone

**Physical Requirements:**

* Ability to lift and move heavy objects.

**Other Requirements and Factors:**

* None

**Is this role ORP Eligible? If so, it needs to meet the criteria on the** [**Rules and Regulations of the Texas Higher Education Coordinating Board**](https://reportcenter.highered.texas.gov/reports/data/user-friendly-version-of-ch-25/)**.**

[ ]  **Yes**

[x]  **No**

**Does this classification have the ability to work from an alternative work location?**

[ ]  **Yes**

[x]  **No**