**Assistant Commandant Standard Job Description**

**Classification Title:** Assistant Commandant

**FLSA Exemption Status:** Exempt

**Pay Grade:** 13

**Job Description Summary:**

The Assistant Commandant, 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:**

**30% Leadership and Program Oversight**

* Provides leadership, supervision, and direction to staff in the Corps of Cadets organization.
* Oversees all aspects of the conduct program and evaluates its effectiveness.
* Develops, reviews, and revises long and short-term goals, objectives, and strategic plans.
* Coordinates with the office of Student Affairs to engage with cadets in leadership initiatives.

**20% Compliance and Disciplinary Actions**

* Serves as the principal disciplinarian and assists with resolving complex problems.
* Oversees the chemical testing program and ensures compliance with necessary requirements.
* Acts as Hearing Officer for disciplinary cases involving cadets and coordinates investigations.

**10% Financial Management and Budget Oversight**

* Oversees execution of the annual budget and manages financial operations.
* Provides fiduciary oversight of budgets and operations in accordance with policies and regulations.

**10% Training and Development**

* Conducts new cadet orientations and participates in leadership retreats and training initiatives.
* Assists with Cadet recruiting, admissions, and orientation processes.
* Schedules cadets to support various programs and activities throughout the academic year.

**10% Outreach and Representation**

* Delivers informative presentations to various groups on and off campus covering relevant topics.
* Coordinates assignments and activities related to summer programs and other outreach efforts.
* Maintains positive working relationships with other units on campus and represents the Corps effectively.

**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:**

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

**Required Experience:**

* Five years of related experience.

**Required Licenses and Certifications:**

* Commissioned Military Officer

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

* Ability to multitask and work cooperatively with others.
* Knowledge of word processing and spreadsheet applications.
* Strong verbal and written communication skills.
* Strong analytical, interpersonal, and decision-making skills.

**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**