**Associate Commandant Standard Job Description**

**Classification Title:** Associate Commandant

**FLSA Exemption Status:** Exempt

**Pay Grade:** 17

**Job Description Summary:**

The Associate 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 regarding all aspects of cadet life and Corps membership. Develops policies and procedures to ensure efficient operation and use of resources. Oversees all aspects of a designated program or administrative area and provides guidance and supervision to staff.

**Essential Duties and Responsibilities:**

**40% Leadership and Oversight of Cadet Programs**

* Provides leadership and oversees aspects of the Corps of Cadets organization.
* Oversees all aspects of a designated program or administrative area and provides guidance and supervision to staff.
* Serves as a visible role model and mentor for cadets.

**20% Strategic Planning and Compliance**

* Assists in developing and providing recommendations to the Corps of Cadets Strategic Plan.
* Develops, reviews, and revises long and short-term goals, objectives, and strategic plans.
* Reviews and monitors activities for compliance with regulations and laws.

**10% Reporting and Financial Management**

* Completes reports and summaries for leadership including project status reports and progress summaries.
* Oversees execution of the Annual Budget as well as other financial management operations.

**10% Communication and Presentations**

* Delivers informative presentations to various groups on and off campus covering topics from area of responsibility.
* Serves as the staff lead/liaison for operational support and planning for the Office of the Commandant.

**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.

**Required Education and Experience:**

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

**Required Licenses and Certifications:**

* None

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

* Ability to multitask and work cooperatively with others.
* Verbal and written communication skills.
* Knowledge of ROTC academic guidelines and restrictions.

 **Machines and Equipment:**

* Computer
* Telephone

**Physical Requirements:**

* None

**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**