**Commandant Standard Job Description**

**Classification Title:** Commandant

**FLSA Exemption Status:** Exempt

**Pay Grade:** Commensurate

**Job Description Summary:**

The Commandant, under general direction, oversees the Corps of Cadets program at Texas A&M University. Oversees activities and functions such as training, leadership development, discipline, and housing. Serves as Head of the School of Military Sciences and liaison for academic matters between the University and ROTC.

**Essential Duties and Responsibilities:**

**30% Supervision and Leadership**

* Supervises assigned staff and Corps operations.
* Serves as a role model and mentor for cadets.
* Provides mentorship and guidance to cadet leadership and individual cadets through daily participation in university programs.
* Maintains collaborative relationships throughout the university to support cadet success.
* Acts as a liaison to various committees and university stakeholders.

**20% Compliance and Policy Enforcement**

* Establishes, monitors, and enforces standards, policies, and procedures regarding cadet performance and conduct.
* Investigates and adjudicates cases involving breaches of standards.
* Ensures compliance with university housing rules and policies for cadets.
* Oversees chemical testing requirements and maintains necessary documentation.

**10% Budget and Financial Oversight**

* Prepares and monitors the budget for the Office of the Commandant and related funds.
* Provides fiduciary oversight of budgets and operations in accordance with policies and rules.

**10% Recruitment and Community Engagement**

* Promotes and supports recruiting initiatives for the Corps of Cadets and ROTC departments.
* Participates in university activities as the representative of the Corps of Cadets.

**10% Program Development and Coordination**

* Develops, coordinates, and implements new cadet orientations and leadership initiatives.
* Coordinates with staff to support leadership programs and student success initiatives.

**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:**

* Master’s degree in applicable field and/or graduation from Senior Service School, or equivalent combination of education and experience.
* Five years of related experience.

**Required Licenses and Certifications:**

* None

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

* Ability to multitask and work cooperatively with others.
* Knowledge of word processing and spreadsheet applications.
* Effective verbal and written communication skills.

 **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**