Second Class Cadet Corps Description of Duties

<u>Section Leader</u>: The Section Leader is ranking second class cadet and exercises the command function in the assigned section. The Section Leader reports to the Division Executive Officer. (This is <u>not</u> an assigned cruise position.)

<u>Duties and Responsibilities</u>: The duties and responsibilities of the Section Leader include but are not limited to:

- Ensure all underclassmen in the section fulfill their responsibilities.
- Ensure proper training for the Section's cadets.
- Responsible for the proper organization and administration of the Section.
- Supervise the Section in all matters pertaining to discipline and the coordination of the daily routine.
- Responsible for the overall appearance of his/her section and shall ensure the standards established for the Corps are upheld.
- Instill a high level of morale and esprit-de-corps.
- Ensure the good order and discipline and proper appearance of the section during formation at the Academy.
- Ensure accurate reports of absentees, infractions of regulations, damage to public property, or any other discrepancies are made promptly.
- Ensure inspections of the sections are carried out as directed.
- Ensure communication throughout the section by means of meetings, bulletin boards, etc.
- Report to the Division Commander as to the status of the Section.
- Lead the Section at all Corps formations, inspections, and other events.
- Responsible for the accountability of all assigned cadets.
- Coordinate efforts of the squad leaders.
- Promulgate all information as directed by the Division Commander or Executive Officer.
- Attend meetings as directed by the Division Commander.

<u>Knowledge, Skills and Abilities</u>: The knowledge, skills, and abilities of the Section Leader include but are not limited to:

- May be a junior cadet of any academic major at the Academy.
- Complete one training cruise prior to selection (exceptions can be given to non-licensed program cadets).
- Complete all requirements for advancement within the Corps.
- Maintain the highest standard of personal appearance, ethical behavior, diversity awareness, and adherence to the Core Values. Set an example for all other cadets to emulate.
- Maintain confidentiality of sensitive information.
- Participate in improving the Academy and solving problems.
- Ensure balance between organizational and personal/team requirements.
- Identify and adapt to change and lead in view of those changes.
- Work within a team to develop positive vision, direction, and results.
- Interface effectively with seniors, peers, and subordinates.
- Maintain a 2.0 or higher grade point average.

<u>Section Training and Academic Officer</u>: The Section Training and Academic Officer is responsible for all aspects of training for all cadets within the assigned section including

indoctrination, health, safety, ethics, core values, diversity awareness and harassment and all other leadership development training. The Training and Academic Officer will ensure the highest level of training readiness for all cadets participating in upcoming Training Ship and commercial cruises and internships. The Training and Academic Officer reports to the Section Leader. (This is <u>not</u> an assigned cruise position.)

<u>Duties and Responsibilities</u>: The duties and responsibilities of the Section Training and Academic Officer include but are not limited to:

- Coordinate with Division Training and Academic Officer to ensure the completion of all required training on schedule.
- Ensure proper training for the Section's cadets in shipboard familiarity, functions, and activities (i.e., cleaning billets, fire stations, etc.)
- Ensure proper training of the Section's cadets in systems tracings, shipboard watch standing procedures, and the execution of Engineering Skills training Programs (Applicable to Engineering Sections only).
- Ensure proper training of the Section's cadets in shipboard watch standing procedures and the Deck Skills Training Program (Applicable to Deck Sections only).
- Track the completion rate for the section's training program.
- Ensure the section is meeting the training expectations for the upcoming Training Ship and commercial cruises and internships.
- Attend meetings as directed.

Knowledge, Skills and Abilities: The knowledge, skills, and abilities of the Section Training Officer include but are not limited to:

- May be a junior cadet of any academic major at the Academy.
- Complete one training cruise prior to selection (exceptions can be given to non-licensed program cadets).
- Complete all requirements for advancement within the Corps.
- Maintain the highest standard of personal appearance, ethical behavior, diversity awareness, and adherence to the Core Values. Set an example for all other cadets to emulate.
- Maintain confidentiality of sensitive information.
- Effectively manage the training programs for deck, engine, and campus skills.
- Participate in improving the Academy and solving problems.
- Ensure balance between organizational and personal/team requirements.
- Identify and adapt to change and lead in view of those changes.
- Work within a team to develop positive vision, direction, and results.
- Interface effectively with seniors, peers, and subordinates.
- Maintain a 2.0 or higher grade point average.

<u>Section Administrative Officer</u>: The Section Administrative Officer is responsible for the overall administrative management of the assigned section. The Section Administrative Officer reports to the Section Leader. (This is <u>not</u> an assigned cruise position.)

<u>Duties and Responsibilities</u>: The duties and responsibilities of the Section Administrative Officer include but are not limited to:

- Ensure all attendance and formation report sheets are completed in a timely fashion.
- Submit reports of absentees during scheduled formations, inspections, and meetings to the Division Administrative Officer in a timely manner.

- Assist the Section Training and Academic Officer in the completion of the training program.
- Promulgate all information as directed by the Section Leader.
- Attend meetings as directed.

<u>Knowledge</u>, <u>Skills</u> and <u>Abilities</u>: The knowledge, skills, and abilities of the Section Administrative Officer include but are not limited to:

- May be a junior cadet of any academic major at the Academy.
- Complete one training cruise prior to selection (exceptions can be given to non-licensed program cadets).
- Complete all requirements for advancement within the Corps.
- Maintain the highest standard of personal appearance, ethical behavior, diversity awareness, and adherence to the Core Values. Set an example for all other cadets to emulate.
- Maintain confidentiality of sensitive information.
- Participate in improving the Academy and solving problems.
- Ensure balance between organizational and personal/team requirements.
- Identify and adapt to change and lead in view of those changes.
- Work within a team to develop positive vision, direction, and results.
- Interface effectively with seniors, peers, and subordinates.
- Maintain a 2.0 or higher grade point average.