



Eagle Squadron

Mission Support Squadron Cyber NCO

Job Description

The Cadet Cyber NCO assists the Cadet Cyber Officer with the administration of computer related activities supporting the TX-922 Cadet Group operations. Such cadet will ensure accountability for all assets and information as mission dictates.



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1. Carries out any duties assigned by MS Squadron commander and SASI/ASIs while assisting the Cadet Cyber Officer.
2. Helps develop computer systems plan supporting cadet requirements.
3. Assists with the organization, updates, and maintains the unit's Website. Helps maintain records of past continuity and establishes a system to maintain future continuity for the Cadet Group.
4. Ensures that information on the website is up to date, and ensures that Operational Orders (OPORDs) are published in a timely manner.
5. Oversees all cyber operations in the Cadet Group.
6. Supervising use of cadet computer systems.
7. Makes sure that a list of all required information is made available to cadets regarding the website/other cyber operations as applicable.
8. Works to maintain continuity regarding ability to monitor and update the website.
9. If other web-based social media is available, maintains as directed by SASI.
10. Responsible for the accountability of all AFJROTC funded computer equipment.
11. Conducts inventory of all AFJROTC funded equipment as assigned by SASI or on a quarterly basis.
12. Reports any missing, broken, malfunctioning equipment to instructors for repair/replacement action.

Requirements



The Cadet Cyber Officer Position is normally assigned to Junior Cadet (AS-2/AS-4), who displays leadership and managerial skills necessary to manage all the tasks assigned to the position.

The minimum rank for this position is a Cadet Staff Sergeant

The minimum Aerospace Science (AS) level for this position is an AS-2

This position is highly recommended for cadets who have successfully completed at least one level of Cadet Leadership training and who have held a leadership position during the previous years. Attention to detail must be part of this cadet's skills necessary to perform well in this position.