



Eagle Squadron

Mission Support Squadron Information Management Officer

Job Description

The Cadet Information Management Officer is responsible to assist the Sq. Commander with the administration of all cadet records. Such cadet will ensure all cadet records are provided, obtained, and completed as mission dictates.



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1. Carrying out any duties assigned by MS Squadron commander and SASI/ASIs.
2. Ensures all cadet documentation is accounted for and properly filled/signed.
3. Establishes personnel files for new cadets.
4. Must establish a WINGS account to enabling updating cadet records as necessary.
5. Preparing and publishing the Group Weekly calendar or an alternative announcement system.
6. Responsible for Authenticating, publishing, distributing, and filing all group publications (special orders, cadet directory, cadet phone book, etc.).
7. Responsible for preparing and publishing minutes from staff meeting, as required by Cadet Group/CC.
8. Assigns flight administration representatives tasks to complete.
9. Assists SASI with proper documentation for all ribbons/awards.
10. Consults unit event calendar and ensures permission slips are prepared in advanced for upcoming events; preferably two weeks in advanced.
11. Makes sure all permissions slips are issued to cadets involved in the upcoming event and are returned to MS for inventory.
12. Inventories and archives all HQ AFJROTC required cadet forms and unit letters.

Requirements



The Information Management 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 1st Lieutenant

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.

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13. Performs other duties if needed by the Operations Squadron Support commander and SASI/ASIs.
14. Assists Cyber Officer with the maintenance of unit's website.
15. Makes sure subordinates maintain WINGS data throughout the year.