

Mission Support Squadron Leadership Development (LDR) Officer

Job Description

The Cadet Leadership Development Officer is responsible to assist the Sq. Commander with the administration of all Leadership Development Requirement Events tracking, part of the WINGS System. Such cadet will ensure all event records are accurate and completed as mission dictates.



Eagle Squadron



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Job Description

1. Carrying out any duties assigned by MS Squadron commander and SASI/ASIs.
2. Ensures all Leadership Development Requirements are accurately documented, updated, uploaded, revised as necessary on WINGS.
3. Must establish a WINGS account to enabling updating LDR event records as necessary.
4. Works together with Information Management Officer to ensure all records are accurate and up-to-date on WINGS.
5. Coordinates tracking all LDR events with Cadet Leadership, and Instructors.
6. Assists SASI with proper documentation for all LDR events.
7. Conducts quarterly reviews on all LDR events on WINGS records.
8. Performs other duties if needed by the Mission Support Squadron Commander and SASI/ASIs.
9. Makes sure subordinates maintain WINGS data throughout the year.

Requirements



The LDR 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 2nd 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.