



Eagle Squadron

Mission Support Squadron Superintendent

Job Description

The Cadet Mission Support Squadron Superintendent is responsible to assist the Sq. Commander with the administration of cadet records. Such cadet is the liaison between the Mission Support Squadron Commander, Staff and the Group Command and SASI/ASIs.



Mission Support Squadron Superintendent

Job Description

1. Along with the Squadron Commander, the Superintendent must lead by example.
2. Must be fully immersed into all aspect of squadron operations and must stand in for Commander during absence.
3. Assist Sq. Commander in the coordination and communication with Operations Squadron staff for all upcoming events. Every event will need all supporting documentations which must be readily and timely available to all cadets involved.
4. Mission Support Superintendent will assist in the preparation, authentication, publishing, and distribution of unit publications including special orders, regulations, or directives.
5. Squadron Superintendent must have full access to the WINGS Cadet Module to input all necessary information related to cadet records. Squadron Superintendent will assist to establish and maintain cadet records and cadet database. He/she will also assist with the train all members of the squadron who need access to cadet records through the WINGS access module.

Requirements



The Mission Support Squadron Superintendent Position is normally assigned to Junior Cadet (AS-2/AS-3), 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 Technical 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.

Mission Support Squadron Superintendent



6. Coordinates with Sq Commander, SASI/ASIs to ensure cadets' records are promptly updated.
7. Will assist Squadron Commander to ensure team members are properly trained to execute their duties.
8. Must attend all staff meetings or ensure squadron representation is present.
9. Assists in the establishing goals to be met by all the flights in the Squadron.
10. Performs other duties if needed by the operations Squadron Support commander and SASI/ASIs.
11. Makes sure Squadron subordinates maintain WINGS data throughout the year.
12. Will ensure a working schedule is published and updated
13. Will ensure Task Assignments are available at all times to ensure cadets on shift are employed properly.
14. Will assist Squadron Commander in recruiting squadron personnel to fill vacancies and upcoming departures.