

<u>Appointment Title</u>	Cadet Administration Assistant (Cdt Admin A)
Alternate Title	Administration Petty Officer (Admin PO) *Sea Administration Sergeant (Cdt Admin Sgt) *Army & Air
Tier	PO2/Sgt
Number of Positions	As required.
General Description	The Cadet Administration Assistant is responsible for drafting correspondence and maintaining files.
Reports to	<ul style="list-style-type: none"> • Cadet Administration Clerk (Cdt Admin Clk) • Senior Cadet Administration Clerk (Sr Cdt Admin Clk)
Responsible for	Nil.

Rank requirements	<ul style="list-style-type: none"> • Petty Officer Second Class • Sergeant
Essential Knowledge, Experience and Qualifications	<input type="checkbox"/> Completed Year 3 training. <input type="checkbox"/> Knowledge of cadet corps/squadron training and routines.
Asset Knowledge and experience	<input type="checkbox"/> Familiar with Cadet365 and MS Office applications.

Primary Duties	<input type="checkbox"/> Ensure weekly attendance is collected and returned promptly to the administration department.
	<input type="checkbox"/> Ensure admin duties are completed.
	<input type="checkbox"/> Assist Admin O with writing and distributing: <ul style="list-style-type: none"> • Weekly Routine Orders (WROs), • newsletters, • permission forms, • schedules, and • rosters.
	<input type="checkbox"/> Carry out other duties as assigned by the: <ul style="list-style-type: none"> • Cdt Admin Clk, • Sr Cdt Admin Clk, or • Admin O.
Secondary Duties	Nil.
Conditions of Appointment	<ul style="list-style-type: none"> • Conducts duties regularly without reminders or significant intervention. • A cadet who is one rank lower or one level lower could be considered should no other members be available.