



## **Cadet Wing System Advisor**

This is a civilian position that works for a 501(c)3 non-profit that supports the Air Force Academy.

### **UNITED STATES AIR FORCE ACADEMY ASSOCIATION & FOUNDATION**

The United States Air Force Academy Association & Foundation ("Association & Foundation") believe strongly that the United States Air Force Academy ("Academy") is a vital national resource, upholding the invaluable mission of developing leaders of character for our Air Force, Space Force and nation. The Association & Foundation have joined forces to accomplish their complementary missions to actively support these leaders as well as the Academy and its cadets.

The core values of the United States Air Force Academy are Integrity First, Service Before Self, and Excellence in All We Do. These same core values guide the Association & Foundation, as well as our boards and staff.

#### **Association & Foundation - Institute for Future Conflict (donation funded)**

The Institute for Future Conflict (IFC) is dedicated to creating and cultivating flexible warfighters who are prepared to prevail in conflict no matter what form it may take in the future. The IFC does this by working across all three major units at the United States Air Force Academy to develop warfighters in the classroom, on the training ground, and through athletic competition.

### **THE OVERVIEW**

The Institute for Future Conflict (IFC) at the United States Air Force Academy seeks a qualified candidate for the full time, on-site position of Cadet Wing Systems Advisor, who will report directly to the Wargaming Fellow for the IFC. This is a donation funded position. The Advisor will be required to be on a Volunteer Services Agreement (VSA) with USAFA.

**The primary purpose of this position is:** To serve as an instructional systems specialist responsible for designing, developing, evaluating, and standardizing technical training courses, instructional materials, and evaluation tools that align with Air Force standards, Ready Airman Training (RAT) tasks, Basic Cadet Training (BCT), and Combat Survival Training (CST). The position ensures instructional materials are evidence-based, adaptive to emerging technologies, and align with Air Force operational priorities.

**The organizational goals or objectives of this position are:** To enhance cadet and permanent party operational readiness through the development and delivery of innovative, evidence-based training

systems. These programs ensure alignment with Air Force strategic priorities, focusing on leadership, adaptability, and effectiveness in multi-domain operational environments.

The Advisor will support and contribute to the IFC and Cadet Wing in the following ways:

## **DAILY RESPONSIBILITIES**

### **Lead Instructional Systems Design and Program Development:**

1. Serves as the lead instructional systems designer responsible for the independent creation, standardization, and continual improvement of formal training programs that support Cadet Wing operational readiness..
2. Conducts need analyses and performance gap assessments to determine curriculum requirements. Ensures all training content is compliant with Air Force Instruction (AFI), National Defense Strategy, and educational best practices..

### **Scenario-Based Instructional Integration and Advanced Learning Technologies:**

1. Leads the development and instructional integration of mission-based, immersive training scenarios into large-scale Cadet Wing field exercises such as Fall Field Training Exercise, Crucible, and Culminating Exercise.
2. Crafts instructional injects, decision-making vignettes, and role-play components that reflect emerging threats and ISR-relevant conditions.

### **Program Evaluation and Continuous Improvement:**

1. Implements comprehensive evaluation strategies to assess the effectiveness and impact of training programs across diverse cadet and permanent party audiences.
2. Translates findings into actionable recommendations that shape curriculum updates, delivery methodologies, instructor development, and resource allocation.

### **Scheduling, Resource Coordination, and Operational Support:**

1. Coordinates the logistical, personnel, and scheduling support necessary to execute large scale training events for over 4,500 participants
2. Tracks training requirements, equipment status, and facility availability; develops schedules and allocates resources in support of operational milestones.

## **KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of professional instructional design and instructional materials development to include use of technology for design and delivery of training.
- Knowledge of professional principles, practices, and techniques of instruction as well as professional training administration concepts, practices, policies, and procedures.

- Ability to analyze problems and develop timely, economical solutions.
- Ability to establish program objectives and assess progress toward their achievement.
- Ability to plan, organize, and coordinate instructional projects and training programs involving multiple stakeholders and organizations.
- Ability to effectively communicate orally and in writing and establish and maintain effective working relationships with all levels of personnel within the component.

## **REQUIRED QUALIFICATIONS**

- Bachelor's Degree preferred, 10 years' experience in system analysis and program development

## **Other significant facts pertaining to this position are:**

- May occasionally be required to work other than regular scheduled hours.
- Work may occasionally require travel away
- Work will occasionally require to perform routine duties in the training environment to evaluate instructional system effectiveness.
- Must be physically and mentally able to handle training area conditions, to include adverse weather and extreme temperatures, and must be able to perform duties in the training environment, which may include high altitudes, rough terrain, traveling on military aircraft or boats, etc.
- Physical demands range from walking/hiking at a rapid pace for up to 5000 meters over rough terrain, standing during long periods during a typical day, bending, reaching, and lifting up to 30 pounds of training materials.
- The duties of this position require the employee to operate a motor vehicle; appropriate and valid driver's license is required.

## **COMPENSATION AND BENEFITS**

The salary range for this position is \$75,000 - \$85,000. The Association & Foundation offers a competitive benefits package including but not limited to medical, dental, vision, life insurance, short-term and long-term disability, retirement and paid time off for all full-time employees. This is a donation funded position. The Advisor will be required to be on a Volunteer Services Agreement (VSA) with USAFA.

## **SUBMISSION INSTRUCTIONS:**

Applicants must submit a cover letter and a resume to receive full consideration. Applications can be submitted via [https://recruiting.myapps.paychex.com/appone/MainInfoReq.asp?R\\_ID=6993412](https://recruiting.myapps.paychex.com/appone/MainInfoReq.asp?R_ID=6993412). The position will remain open until filled.