

CADET PROGRAMS USER ACCEPTANCE TESTING (UAT) & BUSINESS SOFTWARE LIAISON

Reports to: Cadet Programs Support Services Program Manager (CAP/CPS)

Function: Assist the National Cadet Team in User Acceptance Testing of Cadet Programs-related eServices software.

Time commitment: This position will have periods of little to no work, followed by shorter periods of higher workload during new feature releases, particularly in the User Acceptance Testing phase. User Acceptance Testing may exceed 10 hours a week.

Responsibilities include:

- Attend product Demos, Tabletops, and Go / No-Go meetings
- Complete User Acceptance Testing of new or enhanced products
- Assist in developing or updating detailed User Guides for new or enhanced products
- Attend product backlog meetings as needed
- Assist with Help Desk tickets related to Cadet Programs during busier periods as needed
- Perform all other duties as assigned

Desired requirements for the position:

- Completion of Level IV required, Level V preferred
- Proficiency in using Cadet Programs-related eServices applications: Cadet Promotions, QCUA, Registration Zone, CAP Health, Member Reports, etc.
- High attention to detail
- Ability to develop business test cases that include scenarios from multiple echelons
- Ability to provide clear, comprehensive feedback to capture Cadet Programs' unique needs across the field
- Previous volunteer or professional experience in finance or money management for larger activities or events
- Proficiency with Microsoft Office Suite, to include Teams
- Endorsement from the Wing and/or Region Commander if selected as a finalist

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Term of Service: 2 years, renewable

Frequent Contacts: National Cadet Team, IT Staff, Volunteer Membership

Additional Duty: Yes

Membership remains at the member's current unit/wing/region level: Yes

Eligible for National Staff Badge (should be serving in the primary role): No

Requires capnhq.gov email: Yes

Requires NHQ access to Microsoft Teams: Yes