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# Example of Mission Support Job Description

Our innovative and growing company is searching for experienced candidates for the position of mission support. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for mission support

* Logging Tests - Personnel must be complete and efficient when recording the psychological tests in the database system
* Dissemination - Personnel must be prompt and accurate in the distribution of psychological tests
* Applicant selected will be subject to a goverment security investigation and must meet eligibility requirements for TS/SCI w/Polygraph Level Security Clearance for access to classied information
* Support the customer in the development and management of Intelligence, Surveillance and Reconnaissance (ISR) concepts, systems and standards develop employment strategies for 480th weapon systems and missions
* Provide operational expertise to the Commander, Operations Officer, and Operations staff for business improvement of ISR operations, specifically serving as a technical expert on ISR operations, mission systems, day-shop activities and funding, manpower and equipment impacts on operational missions and units
* Support the development of strategic operational plans and visions, operational requirements, and employment concepts and assist in managing Wing Operations staffing activities and programs provide guidance and direction on staffing processes and product development, and other items as tasked by the customer
* Perform analysis of Command and Control (C2) and Intelligence Surveillance and Reconnaissance (ISR) warfighter trends, and conduct requirements collection, requirements analysis, mission thread analysis, functional studies, technical analytical studies, and develop integration strategies
* Conduct requirements analysis, to identify key operational shortfalls and capability gaps in relation to warfighter trends including all required security and certification and accreditation directives
* Manage the crew manning letters, mission duty period and applicable waivers, OPSTEMPO and PERSTEMPO programs
* Oversee the PEX program to include operational implementation across the DCGS enterprise, identify new requirements to HHQ, coordinate with 27 IS on upgrades and provide updates to Wing leadership

## Qualifications for mission support

* 24/7 Operational Support to customers and users in the field
* Using SolarWinds (and other monitoring tools) to monitoring internal and external network connectivity, current status on IT infrastructure (utilizing ping, SNMP traps, customer scripts) – and utilizing established TTP’s to respond to issues
* Provide support to Networking team, including Layer 1/2/3 type activities and documentation/design
* Perform analysis (in both real-time and post-event) on key mission capabilities and provide feedback to internal and external customers
* Perform daily, weekly, monthly and quarterly functional checks on systems and capabilities, also perform inspections on critical hardware and infrastructure
* Have a working knowledge of critical physical infrastructure (including HVAC, Power, UPS, etc) that is utilized to support mission operations