

Spring 2025 Continuity

Job Title: Knowledge Operations Manager

Immediate Chain:

- Wing Commander
- Chief of Staff
- A6/7

Area of Responsibility:

Oversee the administrative aspect of the Detachment Slack app and the Det Calender.

- Ensure that all POC have access to the appropriate channels
- Ensure the correct dates are set for upcoming PMT dates/Det events, if Lead POC(s) have not done so already.
- Ensure only POC have access to the POC drive
- Give or take slack access to official slack channels

Weekly Flow: What taskers do you do every week? Are there set deadline? Does your workload vary week to week?

The weekly pace is straightforward and easy to keep up with. Just keep on top of POC announcements that discuss upcoming PMT events that are discussed and set.

POC will reach out in slack channels when they need access to Wing Announcements.

At the beginning of the year all POC are sent access to POC drive and documents. If anybody is missed they'll say something.

Struggles I Experienced:

How Did I Address the Struggles?

<ol style="list-style-type: none"> 1. The only thing was announcements being sent out after hours or during the weekends. 2. POC asking for access in different chats, can make it easy to miss or look past. 	<ol style="list-style-type: none"> 1. On weekdays check all POC slack channels in the morning and evenings. On the weekends, just checking at least once a day towards the evenings. Especially as PMT events near.
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Advice:

- Check Slack channels often. Like your emails, check it daily.
- Double check everyone's work. Ensure Lead POC input PMT dates in Calender and it matches announcements made through slack.

Resources/Links:

Links will be sent when POC jobs are solidified.

POC/DET calender, Slack access, will be transferred by email.

Contact Information:

Phone Number: 316-252-5331

UTSA Email: abigail.oliv-gaytan@my.utsa.edu

