UNIVERSITY OF SOUTHERN MAINE
PORTLAND • GORHAM • LEWISTON • ONLINE

Graduate Assistantship Job Description

Position Summary:

Title: Graduate Assistant
Hours per Week: 10 hours/week
Department: Technology

Location:

___ Portland _X_ Gorham ___ LAC _X_ Online/Distance

Duration:

___ Full Academic Year ___ Fall Semester
___ Summer Semester _X_ Spring Semester

Total Stipend: $2,500
Monthly Stipend: $500
Scholarship Amount: $1,500 (in-state) / $2,500 (out-of-state)

Supervisor Name: Lori Sussman
Supervisor Email: lori.sussman@maine.edu
Supervisor Phone: (207) 780-5445

Position Details:

Statement of Job and Essential Functions:
Creating a graduate assistant position for mapping Educational Design Lab (EDL) microcredentials and developing Cybersecurity Ambassador digital badges is a strategically forward-thinking initiative that aligns with the evolving demands of the cybersecurity landscape. Also serves as a Curriculum Developer and Coordinator for the Cybersecurity Ambassador Program (CAP) at the University of Southern Maine (USM). It's essential to highlight the program's unique contributions and alignment with current industry needs and educational trends.

1. **Addressing the Cybersecurity Talent Gap:** The workforce demand for skilled cybersecurity professionals continues to outpace the supply. CAP directly addresses this gap by nurturing a pipeline of competent cybersecurity talents. A dedicated Curriculum Developer and Coordinator is crucial to ensure that the program remains aligned with industry demands, focusing on the most in-demand technical knowledge, skills, and abilities (KSAs).
2. **Balancing Technical and Non-technical Skills:** Cybersecurity education has historically focused on technical KSAs. However, recent literature and industry trends emphasize the importance of non-technical skills. The graduate assistant will play a pivotal role in integrating these non-technical KSAs into the curriculum, thereby producing well-rounded cybersecurity professionals who meet the holistic needs of the industry.
3. **Community Service and Vulnerable Population Engagement:** The CAP doesn't only benefit students; it extends its impact to the community by providing cybersecurity awareness training to vulnerable populations. This outreach enhances community safety and enriches students' learning experiences through real-world applications of their skills.
4. **Empirical Approach to Curriculum Development:** The CAP has evolved from an informal program to one guided by objective data and research. By employing a mixed-methods approach to baseline and track student progress, the program ensures its curriculum is compelling and relevant. The graduate assistant's role in continuing this research-based approach is vital for the program's success and adaptability.
5. **Creating a Blueprint for Other Programs:** The USM CAP is a valuable case study for other institutions interested in developing similar programs. The graduate assistant can contribute

to refining and documenting the program's successful strategies, extending its impact beyond USM.

6. **Alignment with National Standards:** The curriculum aligns with the National Initiative for Cybersecurity Education (NICE) Workforce Framework, ensuring the program prepares students to meet national standards and expectations in cybersecurity.
7. **In summary,** funding a graduate assistant position for the CAP at USM is an investment in the program itself and the broader goal of developing a skilled, well-rounded cybersecurity workforce. This role is crucial for maintaining the program's quality, ensuring its relevance to industry needs, engaging with the community, and serving as a model for similar initiatives.

Supervisory Responsibilities:

1. Microcredential Mapping: Analyze and map EDL microcredentials to align with the latest cybersecurity competencies and standards.
2. Digital Badge Development: Design and implement digital badges for Bronze, Silver, and Gold Cybersecurity Ambassadors.
3. Macro-Credential Integration: Assist in developing the USM Cybersecurity Ambassador macro-credential that encapsulates the microcredentials.
4. Collaboration: Work with faculty, industry experts, and technology partners to ensure relevance and recognition of the credentials.
5. Program Documentation and Reporting: Maintain accurate records of program development and provide regular progress reports.
6. Develop and refine curriculum components in line with the National Initiative for Cybersecurity Education (NICE) Workforce Framework.
7. Coordinate with faculty and industry experts to ensure curriculum relevance and applicability.
8. Assist in implementing a mixed-methods approach to assess student progress and curriculum effectiveness.
9. Facilitate community outreach initiatives, focusing on cybersecurity awareness for vulnerable populations.
10. Organize and coordinate workshops, seminars, and other educational events related to CAP.
11. Contribute to research activities, including data collection, analysis, and dissemination of findings.
12. Liaise with internal and external stakeholders to foster partnerships and collaborations.
1. 13. Assist Faculty Advisor with presentations and research.

Budget Responsibilities:

- Assist in managing the program's budget under the supervision of the program director.
- Aid in the preparation of budget reports and grant applications.
- Ensure cost-effective allocation of resources for program activities.
- Assist in budget planning and management for CAP-related activities.
- Monitor expenditures and provide regular financial reports to the program director.
- Help in identifying and applying for grants and funding opportunities.

Public and Professional Activities Related to Job Performance:

- Gain practical experience in cybersecurity education and digital credentialing.
- Develop a professional network with industry and academic professionals.
- Enhance skills in project management, digital design, and stakeholder engagement.
- Contribute to innovative educational initiatives in cybersecurity.
- Opportunity to develop expertise in cybersecurity education and curriculum development.

- Enhanced understanding of the intersection between technical and non-technical cybersecurity skills.
- Exposure to academic research and opportunities to contribute to scholarly publications.
- Networking opportunities with professionals in academia and the cybersecurity industry.

Internal Contacts:

- Faculty members in the Department of Technology and related departments.
- Administrative staff for coordination and reporting.
- Students enrolled in cybersecurity and related programs.
- University academic and research offices.
- Student services and community engagement departments.

External Contacts:

- Industry professionals for insights and validation of the program.
- Representatives from Educational Design Lab and other educational bodies.
- Technology partners involved in digital badge platforms and tools.
- Local community organizations and educational institutions.
- Grant and funding agencies.

Knowledge, Skills, and Abilities:

- Strong research and analytical skills.
- Proficiency in curriculum development and educational pedagogy.
- Effective project management and organizational skills.
- Capability to engage diverse audiences in educational settings.
- Ability to analyze and synthesize complex information.
- Digital Design: Skills in creating visually appealing and informative digital badges.
- Communication: Excellent written and verbal communication skills.
- Project Management: Ability to manage complex projects with multiple stakeholders.

Required Qualifications:

- Enrolled in a graduate program related to Cybersecurity, Information Technology, or a similar field.
- Demonstrable interest and knowledge in cybersecurity.
- Strong research and organizational skills.
- Demonstrated interest and competency in cybersecurity education and community engagement.
- Excellent organizational, communication, and interpersonal skills.
- Ability to work independently and as part of a team.
- Must not be a Univesrity of Maine System employee.

Preferred Qualifications:

- Proficiency in digital design tools is desirable.
- Proficiency in curriculum development
- Proficiency in educational pedagogy.
- Proficiency in digital credentialing

To Apply:

Submit your resume and cover letter via email to Lori Sussman (lori.sussman@maine.edu).