Position Summary:

**Title:** Graduate Assistant  
**Department:** Technology

**Hours per Week:** 10 hours/week

**Location:**
- Portland
- Gorham
- LAC
- Online/Distance

**Duration:**
- Full Academic Year
- Fall Semester
- Spring Semester
- Summer Semester

**Total Stipend:** 3000  
**Monthly Stipend:** 500

$3,000 (in-state) $5,000 (out-of-state), $3,500 (e-tuition/MFA), $4,000 (NEBHE) *Online Maine

Students will receive the stipend only

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

Position Details:

**Statement of Job and Essential Functions:**
Student Coordinator for the Cybersecurity Ambassador Program

ABOUT THE ROLE

As a Part-Time Cybersecurity Graduate Associate (GA) for our Cybersecurity Ambassador (CA) Program with associated research, you will scale your impact as an information security professional by helping to train the next generation of cyber defenders. You will support students through exercises designed to embed key cybersecurity concepts. You will guide students through the development of outreach projects, getting students ready to step immediately into cybersecurity jobs in companies and government service after graduating.

This part-time role reports to the Department of Technology Cybersecurity Ambassador Primary Investigator (PI). The role helps coordinate and prepare CAs for delivering community outreach sessions that are both virtual and in-person in the evenings during the week. The part-time hours are as follows:

- Coordination and guide undergraduate CAs
- Provide CA Research Support to the Primary Investigator (PI)

RESPONSIBILITIES

In this role, you will

- Assist the PI with teaching cybersecurity topics, coaching student-created workshops, and covering for the PI when he/she is absent
- Provide feedback on CA projects and provide 1-on-1 feedback to undergraduate students
- Assist PI overseeing student community engagement
- Track student academic performance and engage with students to help them remain eligible to be part of the CA program
- Assist in the project management of student projects
Graduate Assistant Job Description

• Create a positive, professional, and inclusive learning environment and culture for our students

QUALIFICATIONS:

You are a great candidate if you have:
• 1+ years of cybersecurity or information technology work experience
• Experience teaching or mentoring such as working at a boot camp, having college Teaching Assistant (TA) experience, creating educational content via YouTube, mentoring junior developers, volunteering to teach, or prior experience as a teacher,
• An interest in cybersecurity education, awareness, and training
• A desire to work in a fast-moving environment with a high degree of ownership and independence
• A passion for the cybersecurity industry and a desire to be part of growing the careers of a diverse new generation of cybersecurity professionals
• The ability and stability to consistently meet a full academic year commitment to our students

Professional and academic benefit to the student
• Provides cybersecurity work experience
• Provides an opportunity to network with cybersecurity professionals
• Experience teaching and mentoring
• Experience with course curriculum development
• Experience helping others
• Networking with the Maine Cybersecurity community
• Provides work experience in a fast-moving environment with a high degree of ownership and independence
• Allows the individual to explore their passion for the cybersecurity industry
• Provides one-on-one mentorship with cybersecurity professionals

Please select the specific competencies/skills that the GA position may provide the student *
Oral/Written Communication
Teamwork/Collaboration
Research Skills
Presentation Opportunities
Publishing Opportunities
Use of Digital Technology
Leadership Skills
Critical Thinking/Problem Solving
Policy Design
Professionalism
Data Analysis

How will your department/University benefit from this assistantship? *
The department benefits by
• Having additional research capacity
Graduate Assistant Job Description

- Having the extra capacity to support ongoing grant efforts running the Cybersecurity Ambassador Program
- Having a student ambassador for the MS Cybersecurity program

Supervisory Responsibilities:
In this role, you will
- Assist the PI with teaching cybersecurity topics, coaching student-created workshops, and covering for the PI when he/she is absent
- Provide feedback on CA projects and provide 1-on-1 feedback to undergraduate students
- Assist PI overseeing student community engagement
- Track student academic performance and engage with students to help them remain eligible to be part of the CA program
- Assist in the project management of student projects
- Create a positive, professional, and inclusive learning environment and culture for our students

Budget Responsibilities:
In this role, you will
- Assist with procurement of student incentives
- Assist with tracking student hours for payroll verification
- Assist with grant tracking

Public and Professional Activities Related to Job Performance:
You are a great candidate if you have:
- 1+ years of cybersecurity or information technology work experience
- Experience teaching or mentoring such as working at a boot camp, having college Teaching Assistant (TA) experience, creating educational content via YouTube, mentoring junior developers, volunteering to teach, or prior experience as a teacher,
- An interest in cybersecurity education, awareness, and training
- A desire to work in a fast-moving environment with a high degree of ownership and independence
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- The ability and stability to consistently meet a full academic year commitment to our students

Internal Contacts
Dr. Lori Sussman

External Contacts
Develop outreach engagements

Knowledge, Skills, and Abilities:
Professional and academic benefit to the student
- Provides cybersecurity work experience
- Provides an opportunity to network with cybersecurity professionals
- Experience teaching and mentoring