Position Summary:
Title: Graduate Assistant
Hours per Week: 10 hours/week
Department: Content and Curriculum Coordinator for the Cybersecurity Ambassador Program

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

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

Total Stipend: 3000
Monthly Stipend: 500
Scholarship Amount: $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:
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:
- Works with the Student Coordinator to guide undergraduate CAs
- Provide CA Research Support to the Primary Investigator (PI)
- Develops and helps implement the content and curriculum for the Cas
- Works to develop microcredentials for the 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
Graduate Assistant Job Description

- Create curriculum that leverages best practices from the Center for Academic Excellence – Cyber Defense (CAE-CD) and the National Initiative for Cybersecurity Education (NICE)

**Budget Responsibilities:**

**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
- 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
- Experience creating educational content or curriculum development is a preferred

**Internal Contacts**

Dr. Lori Sussman

**External Contacts**

Developing an outreach eco-system

**Knowledge, Skills, and Abilities:**

Specific competencies/skills that the GA position may provide the student include:
- 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
Graduate Assistant Job Description

Required 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,
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• 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

Preferred Qualifications:
• Experience creating educational content or curriculum development is a preferred

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