



Graduate Assistant for the Center of Cyber Defense and Forensics

POSITION: Graduate Assistant, Center for Cyber Defense and Forensics
SUPERVISOR: Executive Director, Center for Cyber Defense and Forensics
DEPARTMENT: Center for Cyber Defense and Forensics

GENERAL JOB DESCRIPTION

Tiffin University is seeking a Graduate Assistant for the Center for Cyber Defense and Forensics. The Graduate Assistant will provide direct support to the Center by assisting the Executive Director of the Center for Cyber Defense and Forensics.

MAJOR DUTIES AND RESPONSIBILITIES

- Assist the Executive Director of the Center for Cyber Defense and Forensics.
- Monitor the Center's Cyber Lab, providing support for Center activities.
- Assist in the management of virtual and/or experiential learning environments and scenario development for real-world cyber threat monitoring.
- Perform maintenance on lab systems and conduct demonstrations for stakeholder engagements in conjunction with cyber lab personnel.
- Assist in the restructuring of the cyber boot camp and proposals for research projects.
- Assist the Executive Director with the Cyber Law and Ethics course and preparation materials and/or other CDS courses as needed.
- Special projects as needed by the Executive Director of the Center for Cyber Defense.



- Complete one core cyber research project for the Academic year.
- Assist the creation of a scholarship/employment pipeline program for the Center.

QUALIFICATIONS FOR THE JOB

- Bachelor's degree from an accredited institution is required.
- Accepted enrollment into Tiffin University Graduate Program.
- Expertise in one or more cybersecurity concentration areas.
- Ability and maturity to handle confidential information is necessary.
- Ability to function well under pressure and in a fast-paced office environment.
- Excellent verbal and written communication skills, including advanced writing ability and editorial precision is strongly preferred.
- Excellent decision-making and time management skills is preferred.
- General office duties as needed.
- General knowledge of computer software (Microsoft Word, Excel, PowerPoint).

KEY COMPETENCIES

<i>Interdependence:</i>	Fosters collaboration
<i>Communication:</i>	Strong decision making and communication skills
<i>Accountability:</i>	Formulates effective and progressive strategies aligned with University mission and values
<i>Respect:</i>	Creates an engaging, collaborative work environment by bringing diverse people and ideas together
<i>Entrepreneurship:</i>	Influences and Inspires





We are strongly committed to enhancing equity, inclusion, and diversity. These values are central to our beliefs. Candidates who have worked with a diverse range of faculty, staff, and students and who can contribute to our mission of inclusivity are encouraged to identify their experiences and interests. Tiffin University actively seeks to increase the diversity of its workforce. We are dedicated to providing educational, working and living environments that value the diverse backgrounds of all people.

NONDISCRIMINATION POLICY: Tiffin University is committed to a policy of nondiscrimination and equal opportunity for employees, applicant for employment, students or applicant for admission, access to educational opportunities on the basis of race, religion, personal appearance, color, sex, pregnancy, political affiliation, social-economic class, place of business, residence, religion, creed, ethnicity, national origin (including ancestry), citizenship status, physical or mental disability, age, marital status, family responsibilities, sexual orientation, gender identity, gender expression, veteran or military status (including special disabled veteran, Vietnam-era veteran, or recently separated veteran), predisposing genetic characteristics, domestic violence victim status or any other protected category under applicable local, state or federal law, including protections for those opposing discrimination or participating in any resolution process on campus or within the Equal Employment Opportunity Commission or other human rights agencies.

Tiffin University is an Equal Opportunity Employer