



Classification Description

Job Title: Program Support Specialist–RIST
Institute for Cybersecurity

Pay Grade: 104

Job Code: 4158

FLSA Status: Non-exempt

Job Purpose

This grant-funded position is specialized professional and technical work in support of the Cyber Security and related Computer Science programs within the School of Business and Technology (SOBT). This position provides diversified support in the planning, coordination, and implementation of the sponsored and contracted events held in support of the College's Cyber Security program. This position requires significant schedule flexibility as work requires early morning, evening, and weekend work hours at various FSW locations to supervise events. This is a limited term, grant funded position renewable annually (July 1), contingent upon continuation of the grant.

General Responsibilities

Essential Functions

Supports the RIST Institute for Cybersecurity Program Director in obtaining the National Centers of Academic Excellence in Cyber Defense (CAE-CD) designation.

Oversees and manages the RIST Institute for Cyber security program Cyber lab.

Works with students to determine learning needs; creates learning activities designed to support a student's educational goals; provides educational plan support and assistance to students to ensure academic success.

Maintains neat and orderly facilities to ensure an environment conducive to student learning; ensures facilities and equipment are in proper working condition; takes appropriate precautions to ensure a safe and secure learning environment.

Maintains assigned work area, including preparing materials, organizing materials and supplies, and scheduling activities and learning experiences within the area of assignment.

Serves as a liaison to outside groups such as technical colleges, middle and high schools, and the professional community.

Assist students with participation in local and statewide cybersecurity defense competitions.

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Coordinates K-12 events and summer camps.

Assists with professional development opportunities for faculty to enhance their expertise in cybersecurity and teaching methodologies

Assist in strategies to attract and retain a diverse student population in the Cybersecurity club.

Assists SOBT leadership with central planning for events including, but not limited to, identifying and scheduling space, preparation of applicable fee estimates, coordination of campus equipment and services such as technology, security, catering, and room set-up needs.

Maintains licenses and coordinates online software (such as a cyber range).

Works collaboratively with SOBT leadership in routine and special department projects, which may include statistical and financial analysis, research, data compilation and report preparation.

Performs other duties as assigned.

These essential job functions are not to be construed as a complete statement of all duties performed; employees will be required to perform other job-related duties as required. An employee with a disability is encouraged to contact the Human Resources Office to evaluate the job in greater detail in order to determine if she/he can perform the essential functions of this job with or without reasonable accommodation.

Knowledge, Skills and Abilities

Minimum Qualifications

Associates degree from a regionally accredited institution of higher education.

Two (2) years of related full-time professional work experience in event planning.

Appropriate combination of education and experience may be substituted.

Prior experience maintaining electronic spreadsheets and bookkeeping experience.

Demonstrated experience using a personal computer, office software such as MS Office and electronic mail.

Must possess excellent interpersonal and customer services skills with a variety of constituencies and be willing to contribute to a team effort.

Personal and educational philosophy compatible with the goals, objectives, and mission of the College.

Ability to independently travel to all FSW campuses in Lee, Charlotte, Collier and Hendry counties and other locations for College business.

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Demonstrated ability to:

- Think critically and creatively, have a high standard of integrity, and be motivated to incorporate best practices into the organizational culture.
- Exhibit a thorough knowledge of policies, procedures, and outside regulations pertaining to the position.
- Possess a working knowledge of operational and fiscal analysis techniques.
- Take initiative and independently plan, organize, coordinate and perform work in various situations where numerous and diverse demands are involved.
- Anticipate, investigate, and analyze problems and address them proactively.
- Communicate effectively, both orally and in writing.
- Establish and maintain effective working relationships with faculty, staff, students and the public.
- Work in a fast-paced, demanding environment.
- Work independently and follow through on assignments.
- Exhibit solid organizational skills and be detail oriented.
- Work with a variety of constituencies and be willing to contribute to a team effort.
- Exercise discretion and good judgment at all times and in all contexts and maintain confidentiality.
- Work effectively with all constituencies of the College.
- Collect, organize, analyze and present information in a meaningful manner.
- Collaborate and be effective working with diverse populations.

Critical Skills/Expertise

All employees are expected to:

- Promote a common purpose consistent with stated College goals and demonstrate a commitment to students and the learning environment.
- Possess the knowledge of general written standards and procedures utilized, and have the ability to read, interpret, and follow procedural and policy manual related to the job tasks.
- Demonstrate the ability to respond to supervision, guidance and direction in a positive, receptive manner and in accordance with stated policies.
- Provide quality customer service by creating a welcoming and supportive environment.
- Present a professional image in word, action and attire.
- Demonstrate professionalism in dealing with a diverse population while understanding and respecting each other's view of the world, personalities and working styles.
- Conduct oneself in a manner consistent with the College's standards of ethical conduct.
- Apply effective techniques to create working relationships with others to achieve common goals; successfully communicates and collaborates with others to achieve goals.
- Demonstrate skills necessary to look at situations and processes critically to make recommendations for improvement.

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Work Conditions/Physical Demands/Special Conditions

Physical: Routinely requires the ability to see, hear, and speak. Routinely requires sitting, bending, stooping, walking. On occasion, incumbents may be required to lift 20 or more pounds.

Environmental: Normal general office.

Mental: Routinely requires the ability to interpret, analyze and perform critical thinking skills.

Approved: August 2, 2023.