



Classification Description

Job Title: Program Director, RIST Institute for Cybersecurity

Pay Grade: 119

Job Code: 4161

FLSA Status: Exempt

Job Purpose

This grant-funded position is a specialized professional in support of the RIST Institute for Cybersecurity. The highly skilled and experienced Program Director will oversee and manage the RIST Institute for Cybersecurity. The primary objective of this position is to obtain the National Centers of Academic Excellence in Cyber Defense (CAE-CD) designation for the program, ensuring compliance with the rigorous standards set by the National Security Agency (NSA) and the Department of Homeland Security (DHS). The Program Director will be responsible for program development, curriculum enhancement, faculty coordination, student engagement, industry partnerships, and administrative tasks related to achieving and maintaining the CAE-CD designation. This is a limited term, grant funded position renewable annually (July 1), contingent upon continuation of the grant.

General Responsibilities

Essential Functions

Program Development

Leads the development and enhancement of the AS in Cybersecurity Operations program curriculum, aligning it with the latest industry trends and best practices.

Conducts regular program reviews and updates to ensure compliance with the CAE-CD requirements.

Collaborates with faculty and subject matter experts to identify emerging technologies, skills, and competencies needed in the field of cybersecurity.

CAE-CD Designation

Oversees the CAE-CD application process and works closely with the NSA and DHS to meet all required criteria.

Ensures program compliance with CAE-C guidelines and standards.

PROGRAM DIRECTOR, RIST INSTITUTE FOR CYBERSECURITY

Manages the documentation and reporting necessary for the CAE-CD designation, including program assessments, faculty qualifications, and student outcomes.

Faculty Coordination and Support

Participates in the recruitment of adjuncts and provide ongoing support to qualified faculty members for the Cybersecurity Operations program.

Facilitates professional development opportunities for faculty to enhance their expertise in cybersecurity and teaching methodologies.

Fosters a collaborative and inclusive environment that encourages faculty engagement and promotes excellence in teaching.

Assists faculty in developing a mandatory internship course that can be embedded into the curriculum.

Student Engagement and Success

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

Assists students with participation in statewide cybersecurity defense competitions.

Fosters a culture of academic excellence, integrity, and ethical behavior among students.

Industry Partnerships

Develops and maintains partnerships with local, regional, and national organizations in the cybersecurity field.

Collaborates with industry partners to identify internship and employment opportunities for students.

Stays updated on industry trends, needs, and emerging technologies to ensure program relevance and responsiveness.

Administration and Reporting

Maintains accurate program records and documentation required for accreditation and reporting purposes.

Prepares reports on program outcomes, enrollment trends, student success rates, and other relevant metrics.

Works directly with the Office of Information Technology to ensure RIST Institute for Cybersecurity website in in compliance with CAE-CD requirements.

PROGRAM DIRECTOR, RIST INSTITUTE FOR CYBERSECURITY

Collaborates with other College departments to ensure efficient program operations and compliance with institutional policies.

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

Bachelor's degree in Cybersecurity, Information Technology, Computer Science, or a related field (Master's degree preferred).

Five (5) years of experience in cybersecurity, including program management or leadership roles.

In-depth knowledge of cybersecurity principles, practices, and emerging trends.

Familiarity with the CAE-CD requirements and process.

Strong organizational and project management skills.

Excellent interpersonal and communication skills.

Ability to work collaboratively with faculty, staff, industry partners, and government agencies.

Demonstrated commitment to diversity, equity, and inclusion in education.

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.
- Make presentations in front of various group sizes.
- 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.

PROGRAM DIRECTOR, RIST INSTITUTE FOR CYBERSECURITY

- 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.

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 7, 2023.