UNIVERSITY OF RHODE ISLAND
Position Description

TITLE: Director, URI Digital Forensics and Cyber Security Center (DFCSC)

DIVISION: URI Department of Computer Science

REPORTS TO: Chair, URI Department of Computer Science

GRADE: 16

SUPERVISES: DFCSC staff and student interns.

BASIC FUNCTION:

Direct day-to-day operations of the University of Rhode Island (URI) DFCSC.
Supervise staff to do, and also personally perform, activities in: teaching,
training, research, case work, university service, and community service in
digital forensics and/or cybersecurity. Manage budget, personnel and
procurement activities of the DFCSC.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Work with faculty in the DFCSC to establish degree requirements and the
curriculum for URI degrees and certificates in digital forensics and cyber
security.

Teach URI courses in digital forensics and cyber security.

Plan, organize, and deliver trainings in digital forensics and cyber security
for URI personnel and external personnel.

Support DFCSC faculty in digital forensics & cyber security research projects
including assisting in developing research proposals, providing expert
guidance, and supervising DFCSC staff in testing of research products.

Perform case work, and supervise DFCSC staff to perform case work. This case
work could involve digital forensics investigations, incident response to
cyber incidents and securing systems. Perform this case work both for intra-
URI cases and for external clients as part of the DFCSC Service Center.

Advise the URI Office of Information Technology staff on digital forensics &
cyber security issues.

Represent the DFCSC on State of Rhode Island cyber security groups and teams
as a service to the state.

Recruit and directly supervise DFCSC staff and student interns for DFCSC
activities.

Work with DFCSC faculty to manage the DFCSC budget.

Determine DFCSC procurement needs and supervise procurement.

OTHER DUTIES AND RESPONSIBILITIES:

Participate in meetings with leadership from URI and the State.

Perform other duties as required.

LICENSES, TOOLS, AND EQUIPMENT:

Certified in Windows forensics, Macintosh forensics, mobile forensics. ECPI certified in digital evidence collection. EnCase Certified Examiner (EnCE); AccessData Certified Examiner (ACE), FEMA Emergency Management certified in ICS-100, ICS-200, ICS-300, ICS-700, and ICS-800.

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

REQUIRED: Master's degree in Computer Science or Cybersecurity; Minimum seven years' experience in the Information Technology field; Demonstrated ability to teach cyber security and digital forensics courses; Demonstrated ability to perform digital forensics and/or cyber security research; Demonstrated ability to perform digital forensics and/or cyber security case work; Demonstrated experience working in government cyber security groups/teams; Demonstrated supervisory experience; Demonstrated strong interpersonal and verbal communication skills; Demonstrated proficiency in written communication skills; and, Demonstrated ability to work with diverse groups/populations.

ALL REQUIREMENTS ARE SUBJECT TO POSSIBLE MODIFICATION TO REASONABLY ACCOMMODATE INDIVIDUALS WITH DISABILITIES