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## STUDENT EMPLOYEE JOB DESCRIPTION JD# 652 LCDI

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Supervisor: Joseph Williams  
Department: LCDI  
Position Type: Federal Work-Study Program  Part-Time Student Employment

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JD#: 652 LCDI  
Job Level: 4  
Pay Rate: \$11.40

**Workday Job Title:** LCDI Research Assistant Supervisor Student Employee Level 4

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**Posted Job Title:** LCDI Research Assistant Supervisor for The Senator Patrick Leahy Center for Digital Investigation (LCDI)

**Job Description:** The Research Assistant Supervisor will lead student teams at the LCDI on research projects which include digital forensic and/or cybersecurity research and development activities. As a supervisor, he/she will be responsible for the delegation and monitoring of tasks for LCDI workforce members employed as Research Assistants. Supervisor(s) are also responsible for motivating, guiding and evaluating their student employees.

Students will need to display original thinking and creativity; meet challenges with resourcefulness; generate suggestions for improving work; develop innovative approaches and ideas.

As a supervisor, you have the day-to-day responsibility for what goes on at the LCDI and within our student teams. Supervisors will watch the employees' job performance to ensure that all necessary tasks are completed in accordance with specifications and deadlines. Supervisor(s) are responsible for seeing that the work of LCDI employees meets established performance standards. This position will work directly for the LCDI Project Manager.

Research Assistant Supervisor duties will include but not limited to the following tasks:

- Conduct weekly LCDI meetings.
- Provide appropriate orientation for new employees.
- Assign certain duties to the employee, explaining how those duties are to be done and communicate how the successful performance of those duties will be measured.
- Produce a weekly written report to the Project Manager regarding the current state of team(s), and project(s).
- Will conduct and collaborate with others on research relevant to long-term objectives and concerns
- Assign certain duties to the employee, explaining how those duties are to be done and communicate how the successful performance of those duties will be measured.
- Additional responsibilities of supervisors: setting goals and objectives, delegating, providing assistance and support, providing a climate for motivation, and creating a supportive working relationship.
- Develop a strategy the team will use to reach its goal
- Manage the flow of day-to-day operations
- Creating a schedule of tasks and ensuring task milestones are being met
- All other duties as assigned by LCDI Leadership.

**Required Qualifications:**

- Experience leading teams working towards a project goal.
- 2-3 years of undergraduate experience
- Basic computer experience

- Able to manage multiple projects using task scheduling applications
- Ability to work independently and lead a team
- Maintains safe and healthy work environment by establishing and enforcing organization standards
- Completes operations by developing schedules; assigning and monitoring work; gathering resources; implementing productivity standards; and resolving operations problems.

**Additional Preferred Qualifications:**

- Project Management Skills
- Knowledge of SCRUM
- Team Lead training/experience

**Approximate Hours per Week: 10-15**

Qualified candidates will also be expected to attend a mandatory LCDI Town Hall, staff one LCDI event (i.e. Open Houses, Tech Jam, etc), and participate in shifts at the LCDI front desk. In order to successfully accomplish the goals of this position, it may be necessary for the student to adjust his/her schedule to accommodate meetings with team members (i.e. monthly training and/or meetings).

**Job Location:** Miller Center at Lakeside Avenue Campus