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## STUDENT EMPLOYEE JOB DESCRIPTION

JD# 647 LCDI

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

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JD#: 647 LCDI  
Job Level: 2  
Pay Rate: \$10.98

**Workday Job Title:** LCDI Research Assistant I Student Employee Level 2

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

**Job Description:** Assist on LCDI projects which include digital forensic research, cybersecurity and project development activities. The identification of problems and offering solutions is a critical aspect to the success of each project. Students will be expected to help gather and analyze information skillfully; develop alternative solutions; work well in group problem solving situations. This position is considered entry level.

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

- Will conduct and collaborate, under supervision and/or as part of a team, on basic research relevant to long-term objectives and concerns
- Help with routine research laboratory activities.
- Provide information for reports and blogs on research projects into digital forensics or cybersecurity.
- Conduct literature searches.
- Help project lead with document findings and results to produce a detail project paper, with tutorials
- Assist in producing high quality oral and written work product presenting complex technical matters clearly and concisely
- Other duties and responsibilities may be assigned by LCDI Lead Research Assistant III and/or LCDI Leadership
- **Attend the bi-weekly team sprint meeting.**
- Other duties and responsibilities may be assigned by LCDI Research Assistant Supervisor and/or LCDI Leadership

**Required Qualifications:**

- New digital forensics/cybersecurity students
- Basic computer experience
- Good writing and communication skills

**Additional Preferred Qualifications:**

- Creative problem solving abilities
- Ability to perform highly detailed work

**How to Apply:** Interested applicants should complete an application online: <http://bit.ly/LCDIapplication>

**Approximate Hours per Week:** ~6/8 hr/week

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

*Qualified candidates will also be expected to attend a mandatory LCDI Town Hall and staff one LCDI event (i.e. Open Houses, Tech Jam, etc). 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).*