

---

## STUDENT EMPLOYEE JOB DESCRIPTION

JD# LCDI

---

---

Supervisor: Joseph Williams  
Department: LCDI  
Position Type: School Credit

---

Pay Rate: Internship  
**Workday Job Title:** Technical Intern I - Research Assistant

---

**Posted Job Title:** Technical Intern I - Research Assistant for the Senator Patrick Leahy Center for Digital Investigation (LCDI)

**Job Description:** Students obtain practical experience in a real-world, hands-on setting while applying knowledge learned from coursework. With on-site supervision, students will work 80/120 hours in a technology-related role within an organization. This course is designed specifically for freshmen or new students who have been hired by the Leahy Center for Digital Investigation (LCDI). This position will give exposure to fundamental s of digital investigation, cybercrime and cybersecurity principles.

Assist on LCDI projects which include digital forensic research, cybersecurity and project development activities. Candidates will be expected to be very attentive to detail and ready to analyze/research and present technologies that may be new to them. Students will be expected to help gather and analyze information skillfully; develop alternative solutions; work well in group problem solving situations. Assignments are based on your particular expertise and the immediate needs of the LCDI. This position is considered entry level.

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

- Streamlining LCDI digital forensics/cybersecurity lab processes
- Help with routine research laboratory activities.
- Assist in the operate hardware and software equipment in support of research and development
- Provide information for reports and blogs on research project.
- Conduct literature searches.
- Will conduct and collaborate, under supervision and/or as part of a team, on basic research relevant to long-term objectives and concerns
- Analyze internet-based software to determine the impact on a computer system.
- Participate in development of tools and capabilities in support of the forensic examination process.
- Review, update and/or make recommendation on LCDI policies.
- Review digital forensics and cybersecurity policies and procedures to produce written, oral and video reports on improvements and/or recommendations to the digital forensics/cybersecurity community.
- Other duties and responsibilities may be assigned by LCDI Research Assistant III and/or LCDI Leadership

**Required Qualifications:**

- **Minimum of 8/12 hrs depending on credits taken during a given business week (M-F 8a-8p) in blocks of no less than 4 hrs per shift**
- Freshmen or new 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/LCDIJobApplication>

**Approximate Hours per Week: 8-12**

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

ITS190/290 is a for credit internship offered by Champlain College, where work is conducted at the Leahy Center for Digital Investigation (LCDI). The course is a 2 credit or 3 credit course. Working 80 and 120 hours respectfully during the semester.

Students that are registered for the 2 credit course work a total of 80 hours during the semester. Roughly 6.5 hours a week for 12 weeks. Students that are registered for the 3 credit course work a total of 120 hours during the semester. Roughly 10 hours a week for 12 weeks. Work schedules are designed around your class schedule.