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# STUDENT EMPLOYEE JOB DESCRIPTION

JD# 648 LCDI

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Supervisor: Joseph Williams

Department: Leahy Center for Digital Forensics (LCDI)

Position Type: Federal Work-Study Program   x   Part-Time Student Employment       

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Job #: 648 LCDI

Job Level: 2

Pay Rate: \$10.70

**Workday Job Title:** LCDI Help Desk Technician Student Employee Level 2

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**Posted Job Title:** Cybersecurity & Digital Forensic Tier 1 Analyst for The Senator Leahy Center for Digital Investigation (LCDI)

**Job Description:** A Cybersecurity & Digital Forensic Tier 1 Analyst will provide first tier support for LCDI Client End Users systems and users. The student shall conduct routine inspections of security logs, install/manage software, and monitoring services. This position is considered entry level. Student(s) in this position will all assist the Cybersecurity & Digital Forensic Tier 1 Analyst with proactive and reactive services for internal and external clients.

The Cybersecurity & Digital Forensic Tier 1 Analyst duties will include but not limited to the following tasks:

- Track, maintain, and respond to service tickets from LCDI Client users.
- Monitor data for inconsistencies and report on potential threats or inconsistencies
- Provide basic technical assistance in person, via Slack and via email to LCDI workforce members and Leadership.
- Research latest technologies with relation to the LCDI mission
- Build and implement network equipment solutions as needed
- All other duties as assigned by the Cybersecurity & Digital Forensic Team Lead and/or LCDI Leadership

**Required Qualifications:**

- Proficient in Microsoft Windows based operating systems
- Practical understanding of computer hardware and software
- Basic understanding of computer networks and network configurations
- Basic troubleshooting skills
- Ability to collaborate with the team
- Strong written and verbal communication and social skills
- Attend the bi-weekly Cybersecurity & Digital Forensic meeting
- All other duties as assigned by the Cybersecurity & Digital Forensic Team Lead and/or LCDI Leadership

**Additional Preferred Qualifications:**

- Knowledgeable or experienced with UNIX, LINUX, and firewalls
- Working knowledge of virtual environments
- Understanding of Active Directory
- Basic knowledge of Windows Domain environments
- Working knowledge of log aggregation services such as ELK, GrayLog, or Splunk
- Working knowledge of digital forensic analysis tools and investigations

**How to Apply:** Interested applicants should complete an application online: <http://bit.ly/LCDIapplication>  
[Interview Times](#)

**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).*