

**STATE OF WEST VIRGINIA  
WEST VIRGINIA MILITARY AUTHORITY  
1703 COONSKIN DRIVE  
CHARLESTON, WV 25311-1085  
POSITION VACANCY ANNOUNCEMENT  
ANNOUNCEMENT NUMBER: ML220421**

**OPEN DATE:** 28 April 2022

**CLOSE DATE:** 11 May 2022

**LOCATION:** Marshall University, Huntington, WV

**JOB TITLE:** MA Administrative/Operations Manager 4

**Working Title:** Marshall/West Virginia National Guard Cyber Fellowship

**SALARY RANGE:** \$59,700 - \$88,776

**HOW TO APPLY:** Anyone interested in applying for this position must submit a **completed West Virginia Military Authority Employment Application form and resume** to West Virginia Military Authority, 1703 Coonskin Drive, Charleston, WV 25311- 1085 or email to [Deborah.s.taylor28.nfg@army.mil](mailto:Deborah.s.taylor28.nfg@army.mil). **All Applications must be received by closing date.**

Applications may be obtained from the West Virginia National Guard Web site at <http://www.wv.ng.mil/HRO/>

**NATURE AND SCOPE OF WORK**

Coordinate with instructors and others, from Marshall University on the development of laboratory exercises and other academic exercises supported on the Cyber Range and on how to incorporate those and other range exercises into courses, programs, and activities for the West Virginia National Guard (WVNG).

**EXAMPLES OF WORK**

- Assist in the developing the partnership to establish and improve communication between Marshall University ICS (Institute of Cybersecurity) program and West Virginia National Guard for the purpose of promoting more effective and efficient cyber security education program
- Manage the process of gathering, analyzing and assessing the current and future threat landscape, as well as providing the WVNG J6 Director with a realistic overview of risks and threats in the enterprise environment
- Instruct undergraduate CFS and/or Cyber course per semester.
- Serve as Security Clearance custodian for Marshall ICS and assist ICS staff with obtaining security clearances
- Interface with the J6 Director and Marshall University ICS Director to develop a Cyber Security vision and program along with security projects that address identified risks, long term training objectives, and The Adjutant Generals Office cyber initiatives

## **DUTIES AND RESPONSIBILITIES**

- Assist in the Design of exercises and projects for the Cyber Range. Marshall University and the West Virginia National Guard aims to inspire and mentor undergraduate students interested in pursuing a career in cyber operations with the Department of Defense (DoD) as a federal civilian employee
- Advising The Office of The Adjutant General for WV on current roadblocks to acquisition, training, and other issues affecting the cyber security mission.
- Assist Marshall University in developing long-term training objectives to better prepare the WVNG Airmen/Soldiers to affectively counter cyber threats within their domain
- Work with participating professors, directors, and staff to develop and maintain relationships that establish and assist with instructional needs of the WVNG.
- Provide technical and process cybersecurity expertise and support to Marshall University project teams and WVNG CIO undertaking projects
- Support Marshall ICS research team for select research projects with a DoD focus
- Incumbent will be assigned a role in the Marshall University Institute for Cyber Security

## **KNOWLEDGE, SKILL, AND ABILITY**

- Effectively communicate the West Virginia National Guard cyber security mission and how they relate to the Marshall University ICS mission.
- Ability to work under pressure and compressed time constraints as a member of a cross-functional team.
- Have foundational knowledge of Information and Enterprise Technology trends as they relate to DoD.
- Knowledge of at least three (3) of the ten (10) recognized information security domains: (1) access controls, (2) application security, (3) business continuity and disaster recovery, (4) cryptography, (5) risk management, (6) regulations, compliance and investigations, (7) operations security, (8) physical security, (9) security architecture, and (10) telecommunications.
- Knowledge of information technology software, hardware, terminology, and concepts.
- Knowledge of information technology forensic investigations involving the recovery of evidence from computers and other storage media, preservation of evidence, and regulations governing forensic investigations, e-Discovery, etc.
- Ability to develop skills to use tools and technologies to assess, monitor, and document the security state of applications, systems, media, and other technology resources. Ability to read, understand, interpret, compile, and apply technical information.
- Ability to communicate effectively, both verbally and in writing.
- Ability to establish and maintain effective working relationships with subordinates, superiors, and the user community.

## **TRAINING AND EXPERIENCE**

**TRAINING:** Graduation from an accredited college or university with a master's degree in one of the preferred areas of Computer Science, Cyber Security or related discipline. Preferably Cyber IT Computer Science.

**TRAINING SUBSTITUTION:** Graduation from an accredited College or University with a Four (4) year degree in Computer Science or Cyber Security and have a minimum of ten (10) years of paid Cyber work experience.

**EXPERIENCE:** One-year paid work experience in Cyber Security or Information Technology.

## **SPECIAL REQUIREMENTS**

1. This position falls under the West Virginia Public Employees Retirement System (PERS).
2. Consideration will be given to all qualified applicants without regard to race, color, religion, sex, national origin, politics, age, membership or non-membership in an employee organization.
3. Position is contingent upon receipt designated funding.
4. **This is a non-critical sensitive position requiring employee to obtain a SECRET SECURITY CLEARANCE.**
5. A pre-employment drug screen is mandatory.

Phillip R Cantrell  
Director, West Virginia Military Authority