The Naval Postgraduate School’s Cyber Academic Group (CAG) invites applications from talented administrative and business professionals interested in participating in a program of research and education in computer and cyber security. Those with experience in the following areas are needed: maintaining the planning documentation and project specific resource and budget forecasts as required by project sponsors, fielding student questions pertaining to educational and graduation requirements, work as a team member of a large Federal Government Organization, or Corporation, University or School, to ensure compliance with all fiscal and educational requirements.

Experience running: the Defense Travel System (DTS); Standard Labor Data Collections and Distribution Application (SLCADA), Kuali Financial Systems (KFS), Reimbursable Account Summaries; and Status of Funds Reports; is highly desired. Equivalent experience utilizing systems similar to the forementioned, must be clearly detailed in resume under listed experience to be considered relevant.

**Responsibilities:**

The purpose of this position is to provide administrative and technical support for NPS CAG research and education initiatives. The tasks will involve working with NPS financial and educational staff to compile financial and student information maintained by several sub-organizations at NPS. The tasks shall include, but are not limited to:

- Keeping metrics, data, and documents necessary for the preparation of technical reports required by project sponsors and for facilitation of engineering activities requiring technical support
- Assisting in developing project resource estimates;
- Preparing draft procurement requests in support of the project schedules for CAG research projects;
- Assisting CAG staff in the preparation of budget and resource estimates for new projects,
- Assisting CAG staff in the preparation of revised budget estimates for existing projects,
- Ensuring that project travel activities as they relate to the proposed scope of work and nature of specific research projects, are arranged, coordinated, and documented as needed for project participants on and off the NPS campus.
- Preparing draft labor projections for projects and estimating labor needs for projects.
- Field or route student questions related to research, education and graduation issues in regards to NPS.
- This work may require the performance of general technical and office type support tasks as needed for several related projects.

**Education and Experience:**

We seek experienced applicants with a Bachelors Degree in Business Administration, or a related field with at least 5 years experience in the management of complex organizations. The candidate must have demonstrated knowledge and experience with research and education environments
**CAG Information:**

The Cyber Academic Group (CAG) at the Naval Postgraduate School (NPS) is an interdisciplinary academic partnership providing direction and guidance for the Cyber Systems Operations curriculum. The CAG also serves as a focal point for cyber-related research conducted at the Naval Postgraduate School. The primary objective of the CAG is to offer educational programs to military Officers and government civilians. These programs are intended to enable graduates to substantively improve the ability of our Nation not only to support cyber-dependent missions and functions, but also to achieve focused objectives within the cyber domain itself. This is complemented by a synergistic linkage between cyber research relevant to the Department of Defense and U.S Government and the CAG’s graduate education programs. Student research topics address timely and relevant problems of sponsors and complement the longitudinal research efforts of CAG faculty members.

The NPS CAG is dedicated to the development of instructional materials and courses for graduate-level education in Defensive Cyber Operations, Offensive Cyber Operations and Defensive GIG Operations, as well as computer and cyber security; and to the pursuit of research in these areas. The NPS CAG supports a multi-purpose Cyber Battle Laboratory designed to support a variety of teaching and research activities.

Applicants should send their resumes accompanied by names and contact information for four references to

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Director, Center for Information Systems Security Studies and Research  
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Applications will be reviewed starting immediately and will be considered until the position is filled. All qualified applicants will receive consideration for position vacancy without regard to race, creed, color, age, national origin, lawful political affiliation, sex, marital status, membership or non-membership in an employee organization, disability, or other non-merit factors.

The Department of the Navy is an Equal Opportunity Employer.