

Success Profile Job Description



AMERICAN INDIAN
HIGHER EDUCATION
CONSORTIUM

Position Title: Tribal College and University (TCU) Cyberinfrastructure Technical Expert

Date: November 2024

The American Indian Higher Education Consortium (AIHEC) is the collective spirit and unifying voice of our nation's Tribal Colleges and Universities (TCUs). AIHEC provides leadership and influences public policy on American Indian and Alaska Native higher education issues through advocacy, research, and programmatic initiatives; promotes and strengthens Indigenous languages, cultures, communities, lands, and tribal nations; and through its unique position, serves member institutions and emerging TCUs.

Career Summary

The Cyberinfrastructure (CI) Technical Expert, as part of the AIHEC Cyberinfrastructure Team, will engage directly with the 37 Tribal Colleges and Universities nationwide focusing on the technical aspects of CI resources in support of the campuses' academic and research activities. Engaging with the Tribal College community, both virtually and in-person, the CI Technical Expert will provide technical expertise to the AIHEC CI Team, TCU staff and faculty across a range of CI areas including networking, computing, storage, cybersecurity, and software systems. The CI Technical Expert will provide subject matter expertise in one or more of the following areas: cyberinfrastructure strategic planning and policy development; campus cyberinfrastructure for small colleges; cybersecurity technologies and policies; federated identity; cloud services; and data sovereignty. The CI Technical expert will support the identification of cyberinfrastructure solutions for supporting and securing the campus local area and wide area networks, identification of software tools and applications and understanding how to integrate into the campus and user's environment driven by the Tribal College and University faculty research and academic requirements. As a member of the AIHEC CI Team, the CI Technical Expert will work and collaborate with other AIHEC staff, the faculty, researchers, staff, and students at the TCU's and with external organizations including the Internet 2-based Minority-Serving Cyber Consortium (MS-CC).

Essential Functions:

- Establish and maintain a fundamental understanding of TCU campus cyberinfrastructure, regional and national and associated resources. Responsibilities include providing technical leadership for the AIHEC CI Team, establishing, chairing or participating in working groups and community of practice groups, understanding, educating and applying local, regional and national cyberinfrastructure resources aligned with the mission and vision of the TCUs.
- Develop and foster strong relationships with TCU Information Technology staff and support and identify CI needs for research and academic programs and assist with addressing those needs.
- Engage with TCUs directly to identify emerging CI technologies and strategies that can enable research and education activities for TCUs and tribal communities.
- Provide technical coordination with external organizations including Federal agencies and regional research and education networks to support TCUs in more effective CI-enabled research.
- Provide CI technical knowledge for developing CI-related proposals, as well as annual and final interim project reports for both AIHEC and the TCUs.
- Any other duties needed to help drive to our vision, fulfill our mission, and support AIHEC's values

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Required Education, Experience and Attributes (minimum requirements):

- Minimum of a B.S. with an M.S preferred equivalent in Computer Science, Data Science, Engineering or related field **or** equivalent significant experience.
- Five years of related work experience within cyberinfrastructure technologies and resources, with at least one year of hands-on experience with a CI technology such as networking, storage or computing preferred.
- Additional experience may be substituted for education. Additional education may substitute for experience.
- Project management support, preferably in a science discipline or cyberinfrastructure specific area. At least two years of leadership level experience such as managing a cyberinfrastructure project or team preferred.
- Ability to work collaboratively in a team environment, including knowledge of consensus building and group facilitation processes.
- Must demonstrate strong critical thinking and analytical reasoning skills.
- Ability to work on multiple priorities effectively, including organize, prioritize, and manage the projects.
- Ability to execute assigned project tasks within an established schedule including ability to prioritize conflicting demands.
- Writes and communicates clearly and concisely, including ability to communicate effectively with colleagues and collaborators.
- Ability to travel, valid driver's license preferred.
- Ability to sit for multiple hours, lift up to 20 pounds and use standard office equipment (phone, computer, etc.).

This position, which reports to the AIHEC CI Team, is full-time with regular hours Monday - Friday. This position requires travel to the Tribal Colleges and Universities and regional and national conferences, meetings, and workshops.

Work Location

This position is hybrid, approved for occasional telework, remote with routine in-person activities in support of the mission in Washington, DC and domestic US states where we have active membership.

Physical Requirements

Sedentary work. Repetitive motion. Substantial movements (motions) of the wrists, hands, and/or fingers. Close visual acuity is required to perform typical workday activities such as: preparing and analyzing data and figures; transcribing; viewing a computer monitor; extensive reading.

Diversity & Inclusion

We believe that different perspectives and backgrounds are what make an organization flourish. All qualified applicants will receive equal consideration for employment regardless of race, color, religion, sex, sexual orientation, gender identity, national origin, economic status, disability, age, or any other legally protected characteristics. We are proud to be an inclusive company with values grounded in equality and ethics, where we celebrate, support, and embrace diversity.

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Total Rewards Package

At AIHEC, we demonstrate our commitment to rewarding individual and team achievement through a total rewards package. This package includes a competitive base salary, generous paid time off policy, the latest technology and tools to do your best work, merit-based or annual cost of living increases, bonus opportunities and a robust recognition program. Other benefits include a competitive range of gratuitous coverage in the most comprehensive insurance plans (including health, dental, life, and short-term and long-term disability), access to a retirement savings program such as a 401(k) plan with 6% employer matching, an employee assistance program with mental wellness counseling benefits, and numerous other offerings to support a healthy work-life balance.

Important Notes:

You must be able to perform the essential duties and responsibilities with or without reasonable accommodation. The above statements are intended to describe the general nature and level of work. Final employment offers are contingent upon a Final Candidate's successful completion of a Background Verification, and a determination by AIHEC that the information derived from the Background Verification does not disqualify the individual under FCRA (Fair Credit Reporting Agency).

Accessibility

Consistent with the Americans with Disabilities Act (ADA) and the Commonwealth of Virginia where the agency is headquartered, it is the absolute pleasure of AIHEC to provide reasonable accommodation when requested by a qualified applicant or candidate with a disability, unless such accommodation would cause an undue hardship for AIHEC. The policy regarding requests for reasonable accommodation applies to all aspects of the hiring process. If reasonable accommodation is needed, please contact our People and Culture Director Kea Magoh at careers@aihec.org or (703) 504-9838.

Dept: Cyberinfrastructure (CI) Team

Classification: Non-exempt, Full-Time

Percentage of Travel Required: Up to 20%

Type of Travel: Site visits to TCUs, attendance at regional and national cyberinfrastructure related workshops and conferences, in support of internal AIHEC meetings.