



Montreat College's award-winning, cutting-edge and visionary cybersecurity program prepares students to solve the cybersecurity issues and concerns faced today in many corporate and government environments. Montreat College is actively engaged in developing government, industry, and educational partnerships in the field of cybersecurity. In addition to a traditional on-campus program, and a global on-line program, Montreat College established the Carolina Cyber Center (C³) to focus on continuing education training (including an innovative workforce development program), providing regional cybersecurity services, and developing public/private partnerships to advance the "state of practice" in cybersecurity.

Montreat College and the Carolina Cyber Center (C³) have an open contract position to help C³ and our partner, Fayetteville Technical Community College (FTCC), manage a ~\$3mm recently awarded grant.

Position: Full Time Contract Program Manager (employment also considered)

Location: State of North Carolina, or remote/virtual

Start Date: Negotiable, but as soon as practical

Summary:

Fayetteville Technical Community College (FTCC) and the Carolina Cyber Center (C³) have partnered to establish the Carolina Cyber Network – a structured, *collective*, and comprehensive talent development program designed to address a growing workforce gap and protect the financial and intellectual property (IP) of North Carolina's public agencies and private sector businesses.

This program will engage state, regional, and local business partners to leverage innovative work-based learning models and proven apprenticeship programs¹ to create a more focused, cost-effective program for cybersecurity talent development. Students completing this model program will be better prepared with technical skills and work experience to make them more work-ready than their "traditional" college educated peers. Our vision is to create a comprehensive, holistic talent development model and network (of schools, companies, public agencies, etc.) that incorporates technical, life, and professional skills development.

As such, this is a dynamic opportunity to impact the lives of youth by leveraging your program, project and governance skills to drive this demanding program to measurable outcomes.

¹ For example, the research conducted by Case Western Reserve in partnership with the US Department of Commerce: "The Benefits and Costs of Apprenticeships – a Business Perspective", November 2016

Duties and Responsibilities:

This position will initially help the various constituents develop a “shared agenda” – the charter that specifically defines the goals, objectives, approach, high-level plan, and desired outcomes. Next, we envision this role working with the various constituents to help define, with leadership from C³ and FTCC, the governance framework to help guide the behaviors, decisions and subsequent flow of resources (e.g., to those doing the most with the resources allocated). Following the program charter and governance framework, we then expect that three-to-five projects will be defined and largely managed individually – but towards the shared agenda defined in the program charter. This PM will then manage these projects and the overarching program throughout the period of performance for this grant – approximately one year (with the majority of effort expended in the first six months).

Qualifications:

Successful candidates will demonstrate a passion for managing program for outcome... not just to the letter of an agreement, but to the outcomes/shared agenda the parties seek to achieve. This program is being funded by the State of North Carolina, so the C³ leaders wish to express their respect by delivering clear outcomes for the people of North Carolina. That said, here are the standard list of capabilities sought in a PM:

- Work independently or in project teams and have the experience and skills required to manage projects. Under the general direction of the Principle Investigator from C³ and FTCC (yes, dual reporting), oversees high-priority projects, which often require considerable resources and high levels of functional integration, taking projects from original concept through final implementation. Manage all aspects of a project including clients, business partners and vendor relations, managing project deliverables, budget, managing/working with a project team to provide business solution and ensure adherence to quality standards. Responsible for leading and delivering projects that enhance the efficiency and effectiveness of different services/programs served by this grant.
- Cover all aspects of the project over the entire project life (initiate, plan, execute, control, and close). Coordinate the activities of the project team to efficiently produce effective and economical solutions.
- Responsible for assembling project team including business partners and vendors, assigning individual responsibilities, identifying appropriate resources needed to effectively coordinate activities of the team. Manage project teams in a shared services environment where team members are located throughout C³ and FTCC organizationally and geographically.
- Responsible for developing schedule and plan to ensure timely completion of the project. Develop plans for communication, cost, work breakdown structures (detailed schedule), resource, quality, procurement, risk management and change management. Manage projects schedules in coordination with client project representatives.

- Act as liaison between FTCC, C3 and our partners (other community colleges, corporate partners, State of North Carolina Dept. of IT), building a rapport and constructive relationships. Consult with and advise management on their projects, including budget cycle consultation for future projects.
- Interface with stakeholders, business owners, and project team to execute the project activities and ensure communications with stakeholders and senior management regarding the status of projects.
- Manage the activities of outsourced resources and vendors.
- Ensure adherence to quality standards.
- Review project deliverables and ensure close out procedures are performed.
- Evaluate the feasibility of new products and services. Assess and analyze organizational impact of new initiatives on existing information systems and recommend appropriate corrections and adjustments.
- Work with management to identify and prioritize opportunities and risks associated with projects.
- Carry out additional responsibilities and projects as assigned, including administrative and planning functions.

Education/Experience:

Note: we do not expect the successful candidate to meet ALL of these criteria (above or below), but we are expressing the education and experience often associated with this role. Please apply if you feel you have the insights, passion and skills for this role.

- 8-10 years of experience including the following analysis and project management experience.
- 4-6 years of Business Analysis experience so as to discern and document expectations, requirements and design criteria.
- 4-6 years of Program Management experience overseeing multiple projects or a larger project.
- Strong, clear, concise and tactful communication and interpersonal skills to interact with all levels of staff and management.
- Ability to negotiate consensus among diverse groups and influence and impact the activities of others not in your own reporting structure.
- Ability to effectively present complex technical/scholastic concepts to diverse groups of people and users in various settings and by various means (verbal and written).
- Must have service orientation with ability to lead teams, to organize, prioritize and delegate tasks while transferring knowledge and expertise.
- Ability to work under pressure and on multiple tasks and projects concurrently.
- Must have strong analytical and problem-solving skills and be able to work effectively with a diverse team of information technology professionals.
- Proficient with project management planning tools experience (tools TBD in partnership with this position).

- Basic knowledge (not in-depth) of LMS systems, pedagogy and andragogy, building business cases, government grants, and technical training/education.

Application Requirements/How to Apply:

Review of applicants will begin immediately and continue until the position is filled. The following materials should be submitted for consideration:

- Letter of Application
- Curriculum Vitae or Resume

Send materials electronically to:

Adam C. Bricker
Executive Director, Carolina Cyber Center
Montreat College
adam.bricker@carolinacybercenter.com

About Montreat College:

Montreat College is a Christian liberal arts college accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to offer masters, bachelors, and associates degrees. The main campus is located in the Blue Ridge Mountains fifteen miles east of Asheville, North Carolina, a region recognized as one of the most attractive living environments in the United States. Satellite campuses in Asheville, Charlotte, and other sites supplement the main campus. The College is committed to Christ-centered teaching and learning and is a member of the Council for Christian Colleges & Universities.

The Carolina Cyber Center began as a vision from Dr. Paul Maurer, President of Montreat College, in 2018 to leverage the tremendous progress Montreat College made with its cybersecurity education program (e.g., 50+% enrollment growth, highly qualified/experienced professors, CAE designation from NSA/DHS, MOU with the U.S. Army). Initial funding for C3 was provided by Montreat College and in 2019 the State of North Carolina provided additional funding. The Center's vision is to be a national demonstration resource for developing community cyber awareness, ethical cybersecurity professionals, and public/private partnerships to advance the "state of practice" in cybersecurity.