



MARSHALL UNIVERSITY

Executive Director of the Forensic Science Center

Marshall University is seeking an exceptional leader for the Executive Director of our Forensics Science Center (MUFSC).

The Executive Director provides executive management and leadership of the Marshall University Forensic Science Center and is responsible for its strategic and operational planning. The Executive Director reports to the Provost and oversees the business operations for the Forensic Science Center including the MUFSC DNA Laboratory.

Nationally recognized and accredited, the MUFSC DNA Laboratory provides essential testing services to state and local criminal justice systems throughout the United States. The laboratory is certified as a WV Criminal Justice Agency, accredited by the ANSI National Accreditation Board (ANAB) and ISO/IEC 17025 compliant. In addition, laboratory personnel provide training for a variety of stakeholders in laboratory technologies and for sexual assault nurse examiners.

The Executive Director develops, administers, and evaluates programs and services in the scope of the Forensic Science Center, develops and maintains relationships with external agencies, assures the MUFSC DNA Laboratory maintains its accreditation, and coordinates with external and internal stakeholders. The work of the Executive Director influences all aspects of the Forensic Science Center and the reliability, accuracy, and adequacy of the services provided.

The Forensics Science Center has a close and synergistic relationship with Marshall's academic programs in Forensics. The Executive Director maintains a close collaboration between the Forensic Science Center, the co-located MS in Forensics program, and other academic programs to ensure the Center supports Marshall's interdisciplinary and academic missions.

Job Responsibilities

Job responsibilities of the Executive Director include:

- Provide executive-level management of the Forensic Science Center and associated staff and facilities. The MUFSC DNA Laboratory Director reports directly to this position.
- Planning and managing finances, including budgets, expenses, and funding. Monitoring and allocating resources. Prepares the annual operating budget, salary category detail files, budget comparisons, revenue projections and cash reconciliation.
- Manage business efforts and build connections with private and governmental agencies.
- Engage with local, state, and national leaders, legislatures, policy makers, influence legislative, policy, and regulatory support for the Forensic Science Center.
- Engage with industry executives and corporate partners to develop relationships and secure contracts and other sources of funding.
- Develop engagement activities to enhance the visibility of the Forensic Science Center to the Marshall community and the broader public.
- Maintain and expand, as appropriate, certifications and accreditations for the Forensic Science Center.
- Maintain and expand the DNA testing capacity of the Laboratory to include the

most current and technologically advanced technologies for DNA testing.

- Collaborate with college deans and Marshall academic programs in forensics, especially the Master of Science program in Forensic Science. Develop and maintain working relationships with participating faculty.
- Develop of memoranda of understanding between the Forensic Science Center and other scientific organizations.
- Interact with law enforcement agencies, especially the WV State Police Forensic Laboratory and the WVSP Digital Forensic Laboratory.

Priority Tasks

Priority tasks for the position include:

- Establish a sustainable and forward-looking financial model for the Forensic Science Center.
- Develop and administer private, industry, and governmental contracts and agreements.
- Facilitate the work of the West Virginia Forensic Genealogy Commission, in coordination with external partners including the RGEN Company and the West Virginia Fusion Center.
- Work with all stakeholders to develop an updated strategic plan for the Forensic Science Center.
- Convene the external advisory council for the Forensic Science Center and fill any outstanding vacancies.

QUALIFICATIONS

Education

- Doctoral or Master's degree in Forensic Science or Molecular Biology, or related science (Forensic DNA specialization preferred) with additional qualifications in business and management are preferred; or
- Master of Business Administration (MBA) or higher business degree with experience in Forensic Science.

Experience

- Extensive experience in DNA forensic laboratory administration and operation.
- Well versed in quality assurance systems specific to forensic laboratories.
- Proven leadership within the scientific community.
- Significant experience with private or governmental funding.
- Experience managing financial, administrative, and scientific aspects of forensic laboratory operations.

Knowledge/Skills/Abilities

- Knowledge of scientific theory, principles, practices, and laboratory operations specific to forensic DNA analysis.
- Knowledge of applicable federal/state laws and regulations, criminal justice rules, and business administration principles/practices.
- Knowledge of the key applications of cybersecurity to forensics laboratory operations.

FORENSIC SCIENCE CENTER CAMPUS



*Marshall Forensic Science Center Campus
1401 Forensic Science Drive, Huntington, WV*

The Marshall University Forensic Science Center (MUFSC) is a nationally recognized leader in forensic science. The accredited DNA Laboratory, in conjunction with the Master of Science degree in Forensic Science, provides the highest quality forensic analysis services and training for the promotion of truth and justice.

The Forensic Science Center has a unique relationship with the West Virginia State Police Crime Laboratory and, in the past, has worked jointly with DNA testing and untested sexual assault kits in West Virginia. In addition, the lab has worked with other state laboratories to address their needs for testing evidence in criminal cases, including sexual assault kits. MUFSC DNA laboratories are housed in secured buildings on a restricted-access campus. The laboratory employs a team of proficiency-tested and mostly MS-educated scientists with analysts each averaging 20 years of experience.

Secure Storage Facility

Our laboratory is housed in a stand-alone campus, and the Evidence Storage Room houses all criminal evidence from casework under secure conditions. In addition, the MUFSC laboratory stores non-report sexual assault cases for at least two years or until the criminal case is activated.

ANAB Accredited DNA Laboratory

Our Forensic DNA Laboratory, a WV Criminal Justice Agency, is accredited by ANSI National Accreditation Board (ANAB). We are an ISO/IEC 17025 compliant testing laboratory. Our accreditation by ANAB demonstrates compliance with federally mandated quality assurance standards for Forensic DNA analysis of casework evidence and database samples.

ACADEMIC PROGRAMS

Marshall's academic programs in forensics complement the Forensic Science Center operating in parallel. The Executive Director reports to the Provost, with the academic programs having separate reporting lines through academic deans. The Executive Director will maintain a close and collaborative relationship with the academic deans, program directors, faculty, and students.

As a university-wide strategic center, the Forensic Science Center coordinates with the College of Science, College of Engineering, College of Business, and other academic units and centers across the institution. Marshall's forensics-related academic programs include the Master of Science in

Forensic Science, Bachelor of Science in Forensic Chemistry, criminal justice programs, digital forensics programs, and a planned bachelor's program in Forensic Biology.

Marshall University offers a Master of Science in Forensic Science, which is academically housed within the College of Science and physically co-located with the MSFSC. Ranked #1 for twelve out of the last fourteen years on the FSAT Exam, Marshall University's Master's Degree in Forensic Science is one of twenty-one FEPAC-accredited graduate programs in the United States. This forensic science graduate program includes a five-semester core curriculum with both thesis and non-thesis options. The MS in Forensic Science has been recognized as the #1 program for the Forensic Science Assessment Test by the American Board of Criminalistics in 2023 and #4 in Top Schools in Master's in Forensic Science by Best Value Schools in 2023. Like all academic programs,

Marshall has undergraduate and master's programs in Criminal Justice. The MS in Criminal Justice was ranked #33 in the 2023 U.S. News & World Report's Best Online Master's Programs in Criminal Justice. Marshall also has an undergraduate degree program in Forensic Chemistry and both graduate and undergraduate programs in Cyber Forensics and Security. Marshall's broader academic portfolio includes more than 55 master's degree programs, four research doctorates, and eight professional doctorates including an M.D. in the Marshall University School of Medicine.



ABOUT MARSHALL UNIVERSITY

Marshall University is a public comprehensive research university with a rich history as one of the oldest institutions of higher learning in West Virginia. With its visionary president, Brad D. Smith, and provost, Avinandan Mukherjee, the university is poised to build upon its past strengths and develop its vision for a future to support our students and its region. Marshall advances the public good through innovative, accredited educational programs. The university is located in Huntington, West Virginia with additional campuses in South Charleston, Point Pleasant, and Beckley. Fall 2024 enrollment was over 12,000 students, including 9,000 undergraduate and 3,000 graduate students.

Marshall achieved Doctoral University, High Research Activity, R2 status in 2018 and offers more than 150 undergraduate, graduate, and professional degree programs organized into seven academic colleges and two schools. Known as the Thundering Herd, the university participates in the NCAA Division I Sun Belt Conference in 14 sports.

THE COMMUNITY

Marshall is in the tri-state region bordering Kentucky and Ohio, with a population of 356,581 in the Huntington-Ashland

metropolitan area. Huntington is 50 minutes west of the state capital in Charleston and offers many amenities, including a symphony orchestra, a museum of fine arts, and an artist series. The city was named #66 in “Best Places to Live in the U.S. 2023-2024” by U.S. News and was named “America’s Best Community” in the America’s Best Communities competition in 2017.

In 2012, the American Planning Association named the city’s 100-acre-plus Ritter Park one of the country’s 10 Great Public Spaces. Huntington also features a pedestrian trail system, numerous local restaurants, a variety of festivals, the Central City antique district, and the West Edge factory with a theater and event space. Huntington has received a perfect score in the Municipal Equality Index for the past five years, and its Open to All campaign reaffirms the city’s commitment to diversity, equity, and inclusion. Although Huntington is only a few hours’ drive from major metropolitan areas (e.g., Cincinnati, Columbus, Nashville, Lexington, Louisville, and Pittsburgh), West Virginia’s population density is considerably less than the national average and the state is considered one of the nation’s safest. The cost of living is, on average, lower than in the rest of the country.

Nestled in the heart of the Appalachian Mountain region, Huntington is bordered by the Ohio River to the north and close to a variety of state and national forests and parks.

The relationship between the university and Huntington is extraordinarily positive and mutually beneficial. Marshall serves as a culture center while also playing a major role in rural health care delivery, improvement of elementary and secondary education, and regional economic development. Marshall's economic impact in the region is estimated at more than \$1.5 billion annually, a 20:1 return on public dollars invested in the university.

NOMINATIONS AND APPLICATIONS

Questions and nominations may be directed to the search committee chair, Dr. Carl Mummert, mummertc@marshall.edu.

Interested applicants should submit a letter of interest, curriculum vitae, and the names, email addresses, and phone numbers of three references using Marshall's PeopleAdmin recruiting system via the link <https://marshall.peopleadmin.com/postings/28210>.

To ensure best consideration by the search committee, applicants must submit complete materials by **February 28, 2025**. The search will continue until a new Executive Director is appointed.

To learn more about Marshall University and the MUFSC, prospective candidates and nominators are encouraged to visit the university's website at www.marshall.edu and the institute's webpage at www.marshall.edu/fsc/.