

DIRECTOR OF INFORMATION TECHNOLOGIES

Job Description

Principal Function

The Director of Information Technologies is responsible to the Dean of Administrative Affairs for overseeing the institution's IT operations, ensuring secure and reliable systems, and supporting both academic and administrative technology needs. This role includes managing IT infrastructure, supervising department personnel, ensuring compliance, and guiding strategic technology planning.

Responsibilities

1. Coordinate with system providers to maintain proper operation of the campus computer systems and associated software; assist with customization of software to meet individual office needs.
2. Oversee Active Directory, Group Policy, servers, and network operations.
3. Administer business applications, including the SIS, college website, and other web-based tools.
4. Maintain system backups, documentation, inventory, reports, and audit readiness.
5. Supervise Information Technologies staff.
6. Develop and administer technology training and user resources for employees.
7. Ensure cybersecurity practices and compliance with FERPA and PCI standards.
8. Compile and maintain the college's Information Security Plan. Present updates and reports to the board of trustees each Spring meeting.
9. Collaborate on institutional budgeting, vendor management, and project planning.
10. Coordinate Institutional Effectiveness procedures for Information Technologies Services.
11. Serve as an ex-officio member of the Information Technologies Committee.
12. Perform other duties as assigned by the Dean of Administrative Affairs, who is the immediate supervisor.

Qualifications for Position

1. BA in Information Technologies preferred, if not, proficiency in enterprise systems, IT infrastructure, and modern business applications required.
2. Ability to problem solve and provide remedying technological solutions
3. Ability to work well with others
4. Strong church background
5. Ability to meet strict deadlines