December 14, 2011

# Position Announcement

# Director of Information Technology

Interested individuals should submit a completed application form, cover letter and resume including contact information for 3 references to: Human Resources, Saint Joseph's College, P O Box 889, Rensselaer, IN 47878, or electronically to hr@saintjoe.edu.

**Department**: Computer Center: Reports to Vice President for Academic Affairs

**Start Date**: As soon as filled *Position is full-time, administrative*

**Benefits**: As stated in the Saint Joseph's College Handbook of Employment Policies and Practices for Hourly and Administrative Employees.

**Description**: The Director of Information Technology oversees and supervises all operations associated with the College's information technology operations and services as well as the campus Copy Center. Responsible for initiatives, management, monitoring and evaluation of system availability, network security, network performance, infrastructure, hardware, integration of IT operations, computer hardware, operating systems, communications, software applications, campus wide computing systems backup and data processing. Oversees, supports and maintains a current mix of commercial and open-source technologies, including Linux/LAMP, VMWare, all current Microsoft server platforms, Oracle, SQL, Dynamics and elemental programming efforts that enhance and support the campus network. Responsible for staying current in regards to new technology strategies, industry evolutions, and has an understanding of the open source community. Creates and maintains quality support documentation. Consults with users, management, vendors and technicians to assess computing needs and system requirements.

As Director, is responsible for direct, daily operations of the IT department and supervision of assigned staff. Will liaise between the Computer Center and Copy Center staff and the campus administration, faculty, students and staff. Assists and advises faculty and administrative staff on the integrity and effectiveness of existing and new technologies and makes recommendations that serve the best interest of the College. Implements policies for technology usage and participates in recommending policy as a member of the Committee of the Use of Technology in Academic Programs (CUTAP). Responsible for adhering to College policies regarding spending and management of departmental budgets. Perform other duties assigned. Normal office working conditions with some weekend events and on call rotation. Works independently referring questionable cases to supervisor. Supervises 4-6 full time staff and an average of 12 student workers.

**Qualifications**: Bachelor's degree in Computer Science (or relevant combination of education and experience) with a minimum of 3-5 years job experience in computer technology required, especially commercial and open source technologies as listed above, along with managerial experience. Master's degree is desirable. Must be able to prioritize requests within financial and physical limitations. In addition, must have working knowledge Linux/LAMP (slackware), VMWare, all current Microsoft server platforms, Oracle, and SQL plus excellent communication skills, strong analytical abilities, willing to be a hands on supervisor, and have the ability to work independently. Minimal lifting of equipment and supplies is required. Well honed analytical abilities with regards to hardware and software troubleshooting are necessary. Must have excellent communication skills.

**An Equal Opportunity Employer**

Human Resources, P O Box 889, Rensselaer, Indiana 47978
219-866-6150 / FAX 219-866-6410