



MID-ATLANTIC

CHRISTIAN UNIVERSITY

DIRECTOR OF INFORMATION TECHNOLOGY **Job Description**

Official Title	Director of Information Technology
Department	Student Services – Office of Information Technology
Category	Full-time Staff
Compensation	Based upon Experience and Education

Primary Duties: The principal, main, major or most important duties the employee performs

- Responsible for and oversees governance, risk, policy and compliance associated with information technology and information security (physical and electronic).
- Research, plan, and implement relevant technologies and solutions that will help provide the university with reliable data services and help the university meet institutional objectives.
- Ensure stable operation of the data center, networking infrastructure, software environment, and voice systems.
- Strategic and budgetary management of the Office of Information Technology

Essential Duties and Responsibilities include the following:

- Preparation of the annual IT budget
- Perform yearly reviews of the IT Strategic Plan and Institutional Effectiveness Plan
- Chair the Information Technology Advisory Council
- Perform project management for infrastructure related projects such as phone systems, storage systems, remote access, data center expansions, and email systems
- Performs proactive technology needs analysis, searching for improvements and introducing best practices
- Assists with technology planning through ongoing research, development, and deployment of new technologies.
- Network administration (including security management, user account management, e-mail systems administration, internet access, office systems and applications support).
- Monitor system and network components through network analysis and make recommendations for system upgrades or updates as necessary.

- Perform daily system monitoring, verifying the integrity and availability of all hardware, server resources, systems and key processes, reviewing system and application logs, and verifying completion of scheduled jobs such as backups.
- Perform day-to-day technical support for end users and systems
- General front-end website upkeep. Including, but not limited to, WYSIWYG design and html markup.
- Ensure that academic technology supports and enhances the university's academic programs
- Perform custom assembly and configuration of complex network devices such as firewalls, routers, switches, and fiber optic transceivers to meet current and future needs.
- With minor supervision and outsourcing, implement solutions that have limited system-wide impact.
- Provide support for anti-virus, network access, and email access for student computers.

Skills:

- Demonstrates competency in administration, organizational management, policy administration, and strategic planning
- Detail oriented
- Analytical and logical approach to problem solving
- High motivated
- Ability to self-manage
- Ability to self-motivate
- Knowledge of the following hardware, systems, and software:
 - Microsoft Licensing
 - Microsoft Windows (7, 8, 10)
 - Microsoft Server (2003, 2008, 2012)
 - Microsoft Office (2007, 2010, 2013, 2016)
 - Microsoft SQL Server (2005, 2008)
 - Mandarin Oasis Library Systems
 - VMWhere (vSphere, vCenter)
 - EMC VNXe
 - Blackbaud NXT
 - Cisco ISO and Cisco Switches
 - Barracuda Firewalls
 - Barracuda Backup Appliances
 - Aruba Access Points and Aruba OS
 - Moodle
 - Techsmith Relay
 - Yuja
 - Google Apps for Education
 - ESET Endpoint Antivirus
- Knowledge of local, state, and federal laws and regulations and compliance standards including, but not limited to: FERPA, OHSA, TITLE IX, SACSOC, SaVE Act, VaWA 2013, GBLA, HIPAA, and HEOA.

APPLICATION PROCEDURE

Applications will be reviewed immediately and this process will continue until the position is filled. Please send a cover letter, resume and three references to Ken Greene, Ed.D. by email at ken.greene@macuniversity.edu. Please put on the subject line "Residence Hall Director Search."