

## Director of Information Technology

Direct and coordinate the management and operation of the information technology infrastructure, including the distributed enterprise software, the design, development and maintenance of the network infrastructure, the system infrastructure, including servers and software environments; and an overall infrastructure supporting internal and external web-based computing requirements; develop an information technology plan for new facilities as needed. The position reports to the Vice President for Finance and Operations. A twelve month, full-time position with competitive salary and benefits.

A Bachelor's degree with a minimum of three years' experience is required. Preference will be given to candidates with experience in Jenzabar and higher education.

### Essential Functions:

- Complete the College's transition of Jenzabar CX to J1. J1 with a go live date June 2020.
- Benchmark, analyze, report on, coordinate and direct continuing review and improvement of present IT infrastructure, systems and methods.
- Maintain professional contacts with other colleges and universities, research bodies, equipment manufacturers, and professional organizations concerning computer applications, trends and equipment.
- Develop and maintain a campus wide Strategic Plan for College Technology that supports the stated mission of the college.
- Develop the IT annual operating budget and provide fiscal direction
- Participate in development, implementation, and maintenance of IT policies, objectives, and short- and long-range technology plans to ensure provision for adequate and accessible computer facilities to carry out the mission of the college; develop tracking and evaluation programs and rubrics to assist in accomplishment of established goals.
- Develop and implement all IT policies and procedures, including those for architecture, security, disaster recovery, standards, purchasing, and service provision.
- Facilitate and maintain communication with faculty and staff concerning technology needs, issues, and pertinent IT activities.
- Develop and maintain computing standards relative to an overall strategy to provide an appropriate degree of standardization.
- Manage IT staff, including recruitment, supervision, scheduling, development, and evaluation. Set departmental work priorities and assist staff in setting work priorities in support of the stated mission of the college.
- Oversee provision of end-user services, including help desk and technical support services.
- Review, evaluate, and approve proposals for computer hardware and/or software acquisition.
- Oversee negotiation and administration of vendor, outsourcer, and consultant contracts and service agreements.
- Ensure system security; approve dial-in privileges, group policies etc.
- Serve as liaison with faculty, staff and Grant agencies
- Serve on various College committees as appropriate; coordinate computing initiatives with other areas of the College.
- Implement appropriate educational and training programs for faculty, staff and students.
- Maintain currency of knowledge with respect to relevant state-of-the-art technology, equipment, and/or systems.

- Troubleshoot appropriate” Help Desk” tickets

Brevard College, founded in 1853, is a small private, liberal arts college located in the beautiful Blue Ridge Mountains of Western North Carolina. Current enrollment is approximately 750 students. Additional information on the College can be found at [www.brevard.edu](http://www.brevard.edu).

Apply electronically: include a cover letter addressing interest in Brevard College and qualifications for position along with a resume and at least three references. Please send all information to: [hr@brevard.edu](mailto:hr@brevard.edu)

Application review begins immediately, continuing until position is filled. In order to provide a safe and productive learning and living environment, Brevard College conducts background investigations on all candidates considered for employment. Brevard College seeks to recruit and retain a diverse workforce and encourages qualified candidates across all group demographics to apply.