

# BREVARD COLLEGE

## BREVARD, NORTH CAROLINA

### Director of Technology Services:

Direct and coordinate the management and operations of the Technology Services department. Including the distributed enterprise software, the design, development and maintenance of the network infrastructure, the system infrastructure, including servers and software environments; and all 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 five years' experience is required or a Master's degree with a minimum of three years' experience preferred. Preference will be given to candidates with experience in Jenzabar SIS system and higher education.

### Essential Functions:

- Benchmark, analyze, report on, coordinate and direct continuing review and improvement of present IT infrastructure, systems and methods; strong background in network design and network infrastructure implementation preferred.
- 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 Technology Services department 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 network and computing architectures, security, disaster recovery, business continuity, standards, procurement, 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 Technology Services 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, contractors, and consultant contracts and service agreements.
- Ensure system security; approve escalated 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 as needed.

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.