Position Title: IT Director

Status: Exempt (Hybrid: Remote and On Campus), 37.5 hours per week

Summary of Responsibilities: The IT Director oversees the day-to-day operations of the IT department, ensuring that all systems and applications are running smoothly, managing the IT support team, and maintaining IT policies and procedures. The person in this role works with senior leadership, administrators, faculty, students, and board to help them effectively utilize the applications of technology within their respective areas.

The person in this position reports to the Vice President of Business and works closely with the Systems Administrator and independent contractors.

As a hybrid employee, this individual is expected to work at least two set days a week on campus. One of those preferred days is Tuesday. In addition, all employees are expected to work the full week of Gathering Days. Gathering Days takes place three times/year.

Primary Responsibilities:

- IT Security: Develops and implements IT security policies and procedures, conducts IT security audits, manages security incidents, and ensures that the organization's data and systems are secure.
- IT Project: Manages IT projects from start to finish, ensures that they are completed on time, within budget, and meet business requirements. Develops project plans, assigns tasks, and manages resources.
- IT Budget: Develops and manages the IT department's budget, ensures that resources are allocated effectively, and manages costs to meet business goals.
- IT Compliance: Ensures that the organization is in compliance with relevant regulations and industry standards, conducts IT audits to assess compliance, and develops policies and procedures to ensure ongoing compliance.
- IT Strategy: Crafts, communicates, and implements a vision for the overall IT strategy of the institution, particularly attends to the integration of technologies across org units with the appropriate balance of agility and sustainability.
- Other duties as assigned.

QUALIFICATIONS

- Strong technical skills in a variety of IT areas, including networking, security, and cloud computing
- Excellent communication and interpersonal skills
- Self-motivated and able to work independently with minimal supervision and as part of a team
- Strong leadership and management skills
- Ability to think strategically and develop innovative solutions
- Passion for innovative technology and a commitment to continuous learning
- Familiarity with academic technology trends, learning management systems, and data privacy regulations in educational settings is highly desirable.

PREFERRED SKILLS

- Application Support Manager: managing and providing technical support for Jenzabar applications, maintaining their functionality and uptime, and coordinating with vendors and power users to ensure the smooth operation of these applications.
- Scripting: Strong skills in scripting languages such as SQL, Python, and Linux will be essential. You will be required to create and maintain scripts that automate processes, improve efficiency, and reduce errors.
- API Integration: need to have experience in working with APIs and integrating them with different systems to exchange data and automate processes.
- Reporting: experience in creating reports using reporting tools such as QuickSight and Infomaker.
Education:
- Bachelor's degree in computer science, information systems, or a related field
- Minimum of five (5) years of technology management and/or leadership experience
- Successful experience in working with culturally diverse communities, and/or have otherwise demonstrated a commitment to equity work.

Physical Demands:
- The employee in this position frequently communicates with students, staff, faculty, board members, and public community members. Must be able to exchange accurate information in these exchanges.
- Must be able to detect precise images and adjust focus.
- Must be able to meet deadlines with severe time constraints, interacting with the public and staff, irregular or extended work hours. The employee is responsible for the safety, well-being, and work output of others.
- Must be able to remain in a stationary position for extended periods of time (Approximately 65% of the position is spent in a stationary position.) The employee is occasionally required to traverse the campus to move equipment, or visit an office and/or classroom.
- Must be able to input information into and retrieve information from a computer, communicate, and exchange information for extended periods of time
- Light physical activity performing non-strenuous daily activities of an administrative nature.
- Ability to move up to 50lbs.

Work Environment:
Well-lighted, heated, and/or air-conditioned indoor office setting with adequate ventilation.

Position Annual Salary Range: $96,500 - $133,500

Benefits: Currently includes medical, dental, life and disability insurance, vacation, sick and holiday pay, and a tax-deferred annuity plan.

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Please submit a cover letter and resume to humanresources@iliff.edu. The position will remain open until filled.