

Job Posting



Position	Department	Reports to	FTE	FLSA Class
Director, Information Technology	Information Technology	CFO / COO	1.0	Exempt

Grace College and Seminary makes employment opportunities available to all applicants and employees without regard to race, color, sex (except where sex is a bona fide occupational qualification), pregnancy, age, ancestry, national origin, disability, citizenship status, military status, genetic information, or any other legally protected category. Grace College and Seminary is a Christian religious-affiliated organization and, as such, is permitted religious exemptions set forth in Title VII of the Civil Rights Act of 1964.

Scope of Responsibilities:

The Director, Information Technology role will report to the CFO/COO. The Director, Information Technology is responsible for the overall management of Information Technology (IT) for the institution. This includes developing and implementing IT strategy, managing IT projects and initiatives, and providing IT leadership and guidance. The CIO is also responsible for ensuring that IT supports the organization's strategic goals and objectives.

General Responsibilities:

A. Duties:

- 1) Strategic Leadership:
 - a) Develop and execute an IT strategy aligned with the college's mission, vision, and goals.
 - b) Collaborate with senior leadership to assess technology needs and recommend solutions that support the college's academic and administrative functions.
 - c) Lead efforts to implement innovative technology solutions that enhance the student learning experience and campus-wide operations.
- 2) Team Management and Development:
 - a) Lead, mentor, and develop the IT team, fostering a collaborative and Christ-centered work environment.
 - b) Ensure staff are trained on new technologies and industry best practices, promoting continuous professional development.
 - c) Oversee the recruitment and retention of skilled IT personnel.
- 3) Technology Infrastructure:
 - a) Oversee the design, deployment, and maintenance of IT infrastructure, including networks, servers, software applications, and security protocols.
 - b) Ensure the security, stability, and reliability of campus technology systems, including backup, disaster recovery, and cybersecurity measures.
 - c) Manage cloud-based services, including learning management systems and administrative tools.
- 4) Budgeting and Resource Management:
 - a) Develop and manage the IT department's budget, ensuring effective use of resources.
 - b) Evaluate and recommend technology investments, keeping in mind both cost efficiency and the mission-driven needs of the college.
 - c) Negotiate and manage contracts with IT vendors and service providers.
- 5) Academic and Administrative Support:
 - a) Collaborate with academic and staff departments to identify technology needs that enhance teaching, learning, and research.

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- b) Provide strategic oversight of all technology support systems and other administrative tools.
- c) Partner with all departments on campus to proactively build cost saving and efficiency driven solutions for all campus technology needs.
- 6) Compliance and Policy Development:
 - a) Ensure IT operations comply with regulatory standards and align with institutional policies.
 - b) Develop and maintain IT policies and procedures related to data privacy, cybersecurity, and acceptable use of technology.
- 7) Cybersecurity:
 - a) Develop and implement security policies and procedures.
 - b) Oversee incident response planning and execution.
 - c) Oversee disaster recovery planning and execution.
 - d) Ensure that our information security posture aligns with federal compliance regulations as well as the ability to attain the best possible rates for cybersecurity insurance.
- 8) Other duties as assigned

B. Supervision:

- 1. Supervise regular and student employees including interviewing, hiring, training, planning, assigning and directing work, coaching, appraising performance, rewarding and disciplining employees, addressing complaints, and resolving problems.
- 2. Must have a mindset of mentoring employees under supervision. Should be able to lead in a way that sets a good example, promotes teamwork, and encourages a positive, efficient work environment.

Qualifications:

Minimum:

A. Minimum:

- 1. Bachelor's degree in Information Technology, Computer Science, or a related field.
- 2. Minimum of 10+ years of IT management experience.
- 3. Proven track record of managing IT systems, networks, and security in a complex organization.
- 4. Strong leadership skills with the ability to foster a collaborative and supportive work environment.
- 5. A proactive management style that builds relationships, evokes trust, and leads to accomplishment of the institutional vision.
- 6. Experience with cloud computing, enterprise resource planning (ERP) systems, and learning management systems.
- 7. Understanding of cybersecurity principles and best practices.
- 8. Excellent communication, problem-solving, and project management skills.
- 9. Excellent budget management skills.
- 10. Good oral and written communication skills.

B. Preferred:

- 1. Graduate degree in Information Technology, Computer Science, or related field.
- 2. Experience in higher education.
- 3. 15+ years of IT management experience.

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Status: Full Time; Exempt

A completed employment application, resume, 2 employment references and a spiritual life reference must be submitted in order to be considered for employment. Applications are available in the Human Resource Office or can be downloaded at <http://www.grace.edu>, Employment. Applications are submitted by email to employment@grace.edu.

Posted: 11/12/2024