

## Job Description

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| <b>Position Title</b> | Director for Information Technology Services |                      |  |
| <b>Business Unit</b>  | Information Technology Services              | <b>Status:</b>       | Full-Time Exempt (Salaried) or Full-time Non Exempt (Hourly) |
| <b>Reporting to</b>   | Chief Information Officer                    | <b>Salary Range:</b> | TBD  |

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| <b>Background</b> | <p><u>University Overview</u></p> <p>Founded in 1893, Southwestern Adventist University is a 501(c)(3) faith-based institution located in Johnson County, Texas. As the only four-year degree granting university in the county, Southwestern Adventist University is an important community stakeholder that links education with action by building knowledge, increasing faith, and providing service.</p> <p><u>University Vision</u></p> <p>Southwestern Adventist University seeks to be a community that supports academic, spiritual, physical, and emotional wholeness encouraging all members to find their purpose and lead lives of service</p> <p><u>University Mission</u></p> <p>The University's Mission statement is "Inspiring knowledge, faith, and service through Christ-centered education."</p> |
| <b>Position</b>   | <p>Act as an integral part of the Chief Information Officer's (CIO) leadership team, and work closely with other ITS staff in identifying, implementing and managing enterprise business solutions that enable the university to meet its strategic objectives.</p> <p>Collaborate with ITS team members to achieve IT operational excellence by delivering technology, services, solutions and guidance to university students, faculty and staff in a professional, exemplary, and service oriented manner.</p>  |

**Responsibilities**

- Collaborate with CIO to provide strategic, operational support, and leadership for enterprise solutions including, but not limited to, academic technologies such as CASA systems (Title V Part A DHSI 10%) and administrative technologies such as Student Information Systems (SIS), Learning Management Systems (LMS) and teacher certification ((Hawkins 5%)).
- Collaborate with CIO to research, identify, obtain, implement, and maintain all necessary hardware and software technologies to support all operational and learning objectives. This includes, but is not limited to: digital content management, device and end point management, enterprise software, classroom and instructional technology (STEM 10%), video conferencing, and data center infrastructure.
- Engage in systems analysis and architecture design for enterprise application services and provide recommendations to the CIO.
- Collaborate with IT leadership to integrate directory services with all application services, including the Student Information System (SIS) and Learning Management System (LMS) for seamless data integration and reporting (Pathways 15%).
- Collaborate with IT leadership to implement and maintain security initiatives such as antivirus, spam protection, content filtering, and assist in cybersecurity measures for online learning, system management for graduate programs and LMS environments (PPOHA 15%).
- Provide email services and ensure integration with academic and administrative platforms and user management tools.
- Provide network file services and manage secure access to learning and administrative resources.
- Manage server backups and maintain business continuity plans for academic and administrative systems.
- Assist in internet switch management (Title V Part A DHSI 10%) and ensure high-availability network infrastructure to support academic and administrative systems.
- Maintain and support data collection tools used for academic and administrative reporting and ensure data integrity and compliance.
- Perform other job-related duties as may be required.

Staff Supervision

Director of Client Services, Director of Media Services, various student workers.

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| <b>Requirements</b> | <p><b><u>Minimum</u></b></p> <ul style="list-style-type: none"> <li>▪ Must have a strong commitment to Jesus Christ, the teachings and mission of the Seventh-day Adventist Church, be a member of the Seventh-day Adventist church in good and regular standing, and have a desire to serve in a cooperative, spiritually redemptive, and soul-winning atmosphere.</li> <li>▪ Bachelors Degree</li> </ul> <p><b><u>Preferred (Noted below are examples)</u></b></p> <ul style="list-style-type: none"> <li>▪ Two to five years’ supervisory experience</li> <li>▪ Two to five years’ leadership experience</li> <li>▪ Experience with the following technologies:               <ul style="list-style-type: none"> <li>○ Microsoft Windows Server</li> <li>○ JAMF</li> <li>○ Microsoft Intune</li> <li>○ Zoom</li> <li>○ Microsoft Teams</li> <li>○ Microsoft Active Directory</li> <li>○ Microsoft Azure</li> <li>○ Microsoft Exchange</li> <li>○ Microsoft 365</li> <li>○ Microsoft Sharepoint</li> <li>○ Microsoft SQL</li> <li>○ Laserfiche</li> </ul> </li> </ul> |
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***This job description is not intended to be complete or limiting – the role will require a proactive and flexible approach to be successful.***

Southwestern Adventist University complies with applicable state and local laws governing non-discrimination in employment. This applies to all terms and conditions of employment, including, but not limited to, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.