JOB DESCRIPTION

JOB TITLE:	FLSA:
Director of Information Technology	Exempt
Department:	Date Reviewed
Information Technology	5/16/2018

Minimum Education, Skills and Abilities

x Bachelor's degree in computer science or related field and five years management/leadership experience, or Bachelor's degree and five years' experience in computer technology required. Master's degree in computer science or related field desired

x Documented experience with and working knowledge of Ellucian software or systems needed for higher education documentation/reporting, experience with configuration, installation, maintenance, support and troubleshooting of LANs, microcomputers and other systems; system development, complex project management, knowledge of Cisco, client/server technology, Internet/intranets

x Demonstrated leadership ability, with skills in management, strategic planning, supervision and budgeting

x Able to think quickly and make cognitive decisions

x Excellent communication skills

x Commitment to customer service.

Work Environment

x This position is p sf()12.8 (sf()120 Tfxf 0.27c(h)157 (i(n)Tw 2.n)5 ( )121 (ead)2 (e)11y15.9 (ills)]TJ 7.0