POSTING DATED: May 1, 2020 (Effective Immediately)

STAFF POSITION: Director of Information Technology

DIVISION/OFFICE: Planning and Governmental Relations

Responsibilities: Develops and implements an integrated college management information system. Manages and administers all computer services of the college. Assists the college’s instructional program in the procurement of software and equipment for the integration of technology into coursework. Procures computer-related supplies and equipment for the college community. Maintains an effective, secure network infrastructure to support the college’s computer/technology operations. Identifies system malfunctions and initiates corrective action to maintain and protect the integrity of data and software. Develops, maintains and implements the Emergency Notification System and the Disaster Recovery System. Designs and develops computer systems that support the college’s overall programs of institutional research, planning and evaluation, and assessment. Assists in ensuring that the college’s computer systems generate reports in accordance with prescribed formats. Fulfills administrative reporting requirements. Ensures that all maintenance/service and license agreements are renewed annually. Adheres to and maintains up-to-date security policies and procedures. Performs any other duties that may be assigned by the immediate supervisor.

Qualifications: Minimum Bachelor’s degree in an information technology field from an accredited institution and three years of experience. Master’s degree preferred.

Open Until Filled

Application Procedure:

- Submit a letter of application, personal resume, three letters of recommendation (must be mailed) and official academic transcripts to: Director of Human Resources, Morris College, 100 W. College St., Sumter, SC 29150-3599. Morris College is an Equal Opportunity/Affirmative Action employer.
- Download and print the Application form. 2. Fill-out the form. 3. Mail the form to Morris College
Job Qualifications:
Master’s degree in an information technology field from an accredited institution. Knowledge of higher education administrative systems applications and environment. Demonstrated experience with database management (relational database design, queries, and table creation, etc.), system backup and restoration, Microsoft Windows 2012 server security and management, SQL, installation of software updates and computer hardware, network configurations, cabling and LANs, certification standards, etc. Demonstrated ability to work on multiple projects simultaneously with minimal supervision, and to work effectively as a team leader or member. Demonstrated ability to communicate effectively, orally and in writing. Knowledge of VMWare and Active Directory are required, and knowledge of the Jenzabar EX system is preferred. This is a hands-on position.