**Position Title:** Director of Information Technology Services  
**Purpose of Position:** Lead the IT department in servicing faculty, staff, and students to deliver IT applications and services.  
**Classification:** Administrator  
**Education:** Bachelor’s Degree in computer science or a related field  
**Supervision Received:** Minimal Supervision; reports to the Vice President of Business Affairs  
**Supervision Exercised:** Directs the day-to-day operations of the staff of the IT Department  
**Work Schedule:** Full-time; Monday –Friday; some evening and weekend work may be required  
**FLSA Classification:** Exempt

**Example of Duties:**  
This position involves frequent interactions with students, faculty and staff at all levels of the College. The successful candidate will:  
- Coordinate ITS department functions including network infrastructure, server administration, hardware support, and end user support  
- Configure, install, and maintain network switches, routers, firewalls, and network appliances as part of wireless network  
- Develop technology standards, policies and procedures  
- Deliver high-quality applications and services on time and on budget  
- Take a customer-focused approach to serving the campus community  
- Be responsible for the entire data and voice infrastructure  
- Oversee all databases including the student information system

**Minimum requirements:**  
- Bachelor’s degree in computer science, computer networking, software engineering, information systems, or other equivalent field required.  
- 10+ years’ experience working in a Microsoft Windows network environment  
- Experience with ShoreTel VoIP phone systems, QoS, and VoIP phone configuration operation  
- Excellent working knowledge of Extreme xOS, Cisco IOS, TCP/IP  
- VMWare or HyperV experience  
- Must be able to perform duties within the normal bounds of an office environment  
- Ability to lift up to 50 pounds

The requirements listed above are representative of the knowledge, skill, and/or ability required.

**Desired Qualifications:**  
A Master’s Degree in Computer Science/Computer Networking is preferred. Previous experience with Juniper firewalls, Cisco routers, Exinda packet shaping appliances and Linux and Windows server administration is also preferred. The ideal candidate will have a certification (MCSE, A+, Network+, CCNA, etc.) Preference will also be given to those with previous supervisory experience leading a small staff. The successful candidate will possess excellent communication and teamwork skills as well as demonstrated project management skills and the ability to interact with a diverse constituency within a busy, challenging, and changing work environment.

Adrian College is an Equal Employment Opportunity Employer and women and minorities are encouraged to apply. If offered a position, finalist must furnish proof of U.S. citizenship or proof of eligibility to work in the U.S. within three (3) days of commencing employment.

Interested individuals should submit a cover letter, resume, and the contact information for three references to Francine Warner (fwarner@adrian.edu)