

POSITION VACANCY

January 14, 2015

Name of position: Director of Information Technology
Applications accepted through: February 2, 2015
Effective date of employment: April 1, 2015
Length of employment: Full-time
Salary range: Commensurate with education and experience

Minimum requirements:

A Bachelor's degree is required; Master's degree in Information Technology, Business Administration, or a relevant field is preferred. A minimum of five years' experience in a wide range of Information Technology disciplines is preferred. A minimum of two years of supervisory experience is required, three to five years preferred. Experience working in a community college Information Technology environment and/or experience with Ellucian (Colleague) is preferred.

The candidate must possess strong written and interpersonal skills, organizational skills, and the ability to manage time, prioritize work and handle multiple tasks simultaneously. The individual must possess a strong work ethic, the ability to work as a team member with minimal supervision, and the ability to maintain confidentiality of information. The candidate must have excellent customer service skills in working with constituencies across the institution and external Information Technology constituencies.

Position duties:

The director will plan, direct, manage, monitor, supervise, coordinate, and administer the operations of the Information Technology department. He/she will provide administrative oversight of the IT environment, the Open Computer Labs, and communication systems. The director will serve as the primary liaison with college administrators, faculty, staff, and outside agencies for the exchange of information concerning program needs, software applications support, systems networking, and equipment. He/she will function as a technology visionary and develop current and long-range plans to incorporate technology into the college environment to enhance business and educational value. The director will efficiently plan, organize, and manage resources required to accomplish the successful completion of project goals and determine fiscal requirements for the division, and manage budgets. He/she will serve as technical consultant and advisor on information technology related matters.

If selected for employment, the applicant must submit to a criminal background check and drug screening.

INSTITUTION: Wayne Community College is a member of the North Carolina Community College system. Located in Goldsboro, the college serves Wayne and adjoining counties. Wayne Community College is an affirmative action/equal opportunity employer. A Tobacco Free Campus as of August 1, 2009.

APPLICATIONS:

Submit an original Wayne Community College [employment application](#) and all support materials, including copies of transcripts of all post-secondary studies to Human Resources, Wayne Community College, and P. O. Box 8002, Goldsboro, NC 27533-8002. Applications will be screened and the most qualified applicants interviewed. All applicants will be notified when the position selection has been made.