Director of Academic Technology Services
(Anticipated Opening)

Position: Position is a full-time, twelve month and reports directly to the Associate Dean, Management Information Technology Services.

Qualifications:

- Bachelor's Degree in computer related discipline
- Ability to communicate effectively in both verbal and written communication
- Ability to organize and manage time effectively
- Possess managerial skills
- Ability to promote team work in the department
- Knowledge of various hardware/software as related to networking, phones, computers, and printers
- Possess strategic thinking ability and decision–making skills
- Ability to oversee projects and budgets
- Ability to be on call in the event of a hardware emergency or catastrophic event

Responsibilities:

- Maintain the consistent operation of the College's academic computing systems which includes the support of servers, personal computers and printers
- Maintain the consistent operation of the network infrastructure
- Assist with support and maintenance of the college's administrative systems
- Serve as the administrator and primary contact for Ritter networking services and phone services, and other network equipment and wiring vendors
- Assist vendors and/or support technicians with system requirements, purchasing, and installation of Academic systems
- Perform regular backups of Academic systems
- Serve as the primary contact for hardware and software support of multiple grant programs including Student Support Services, Education Talent Search, Educational Opportunity Center, and General Educational Development
- Exercise oversight recommendation to the College with academic equipment purchases
- Maintain computer supplies and inventory for the department and computer labs
- Provide collaborative assistance with preparation of the annual budget

- Research various solutions as needed by MITS or requested by other departments
- Maintain extended warranties on all servers in the department
- Evaluate and order software/hardware used by the college
- Assist with troubleshooting network issues and installation of new equipment which include network cabling, network equipment, computers, printers, etc.
- Troubleshoot issues with PCs and assist with the installation of student computer labs
- Serve on various committees
- Other duties as assigned by Vice President, Management Information Technology Services/Student Services

Salary: Salary is determined by education and experience as defined on the Salary Placement Schedule. A generous fringe benefit package is included.

Application Deadline: Review of applications will begin immediately and continue until the positions are filled. Interviews may occur throughout the application period.

Application Procedure: Interested candidates should submit a completed application (available at www.anc.edu/jobs) to anc-hr@smail.anc.edu or mail to: **Office of Human Resources, Arkansas Northeastern College, P.O. Box 1109, Blytheville, AR 72316-1109.** Applicants applying for position requiring a license, certificate, and/or educational attainment beyond the high school level will be required to provide the official documents prior to being approved for hire.

Date of Announcement: **June 4**, **2019**

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