

Position Description

Director of Technology

Girard College is a full-scholarship boarding school for academically capable students from qualified families of limited financial resources. Girard College's mission is to prepare scholarship students for advanced education and life as informed, ethical and productive citizens through a rigorous education program that promotes intellectual, social and emotional growth. Girard College students will be prepared to complete a bachelor's degree in order to maximize their ability to pursue productive careers and be engaged citizens.

This position reports to the Vice President, manages the Girard Educational Technology Services team and projects, and works collaboratively with other administrators, deans, faculty and staff members and other technology users and vendors to improve the overall application of technology, for both educational and business purposes.

Responsibilities:

- Maintains technology equipment and systems (campus network, servers, VoIP telephone system, desktop computers, laptops, mobile phones, tablets).
- Manages operating and capital budgets and expenditures for technology department
- Manages procurement, inventory, and disposal of technology equipment and systems
- Acts as administrator for all primary database applications, including student information system, website content management system, fundraising software, dining services Point of Sale system
- Leads the technology team in the evaluation, selection, implementation, and ongoing support of new software and systems.
- Leads the development of policies and protocols for use of primary systems, including policies related to permissions and access to software and services for staff, students, parents, and other members of the Girard College community
- Works closely with Educational Technology Coordinators in both academic divisions.
- Supervise technology team, including members responsible for IT support, audiovisual support, and print production duties
- In conjunction with Vice President, define roles and responsibilities of technology team members.
- Summarizes the work of the technology team by sharing information with administration and participating in team efforts.
- Keeps up to date on emerging technologies and applications.
- Evaluate staff proficiencies on key applications and recommend/provide training for end users to improve performance.
- Performs other duties as assigned.

Requirements:

- Bachelor's degree required, advanced education preferred.
- Minimum 5 years progressively responsible experience in the development, installation and maintenance of information systems.
- Demonstrated ability to quickly learn new software applications, analyze the utility of various forms of educational technology, and to identify how these applications and/or equipment fit into the overall technology effort at Girard.
- Leadership and project management skills.
- Excellent written and verbal communication skills. May be required to prepare user guides and guidelines for the campus community.
- Demonstrated customer service and collaboration skills.
- Excellent analytical skills in the application of technology to solve problems and improve performance.
- Prior related experience in an educational setting preferred.
- Must be able to walk, climb stairs, and lift at least 50 pounds.

Candidates should submit their resume and cover letter to jobs@girardcollege.edu

Date Posted: June 29, 2018

Application Deadline: Open until filled