



HARCUM COLLEGE HUMAN RESOURCES

Harcum College in Bryn Mawr, PA, a leader among the nation's independent, associate degree colleges, has an immediate opening for an Executive Director of Information Technology. This position will work closely with users in all departments of the college and will report directly to the Vice President of Finance and Operations.

Position Summary:

The Executive Director has and applies advanced knowledge of ERP systems in an educational environment in a general and technical capacity. An ability to lead and provide guidance and training to other technical staff in support of all college areas is critical. The ability to consistently promote a teamwork environment within the Information Technology Department is essential. A preferred working knowledge of Ellucian ERP systems is needed. The Executive Director provides excellent support to our student success, and keeps management, faculty and staff informed of progress implementing technology improvements, and contributes significantly to College technology strategic direction.

ESSENTIAL DUTIES: The following duties are typical of those performed by employees in this job title; however, employees may perform other related duties, and not all duties listed are necessarily performed by each employee in the job title.

- Lead IT strategic and operational planning by fostering innovation, setting priorities among IT initiatives, and coordinating the evaluation, deployment, and management of current and future IT systems across the College
- Anticipate and plan for future needs in a community which will continue to expand the variety and scope of its technology needs, including disaster recovery protocols.
- Supervises daily operations of hardware, networks, operating systems and applications for administrative and instructional information technology applications;
- Manages the information technology budget and oversees and monitors contracts for services;
- Responds to inquiries and provides user assistance with pc software, specialized college applications and email, providing users with technical support as necessary;
- Directs, plans, supervises, reviews and evaluates the activities of the information technology staff including daily operations of department, analyzing workflow, establishing priorities, developing standards and setting deadlines;
- On assigned projects confers with management regarding information technology development and serves as the project lead;
- Receives and prioritizes requests for technical problems and user assistance;
- Directs daily network and computer operations, verifies operational status and security, troubleshoots and takes corrective actions;
- Ensures compliance with student data collection, verification, formatting and transmittal of required data files;
- Creates and documents procedures regarding operations activities;
- Participates in technical work of the department such as network management, programming, information technology operations, and assisting users;
- Meets with representatives of manufacturers, vendors, professional and business organizations to solicit cooperation and resolve problems;
- Reviews all College IT project plans to plan and coordinate project activity.

Minimum Qualifications:

- Bachelor's degree in a related field required; Master's degree preferred.
- 7 - 10 years of progressively responsible IT experience including leadership/managerial accountability. May consider equivalent combinations of degree and experience.
- Excellent interpersonal skills; effective oral and written communication skills.
- Expertise in general operating methods, principles and practices of information technology, network, and telecommunications management, cloud management and configuration and maintenance.
- Experience with learning management systems (LMS)
- Thorough knowledge in methods, practices and terminology of information systems.
- High level experience in operating systems, common desktop applications, specialized applications used by the college, programming languages and standards, and data base systems, architecture and security.

Preferred response for this position is via email: HR@harcum.edu