

**PANOLA COLLEGE
JOB DESCRIPTION**

JOB TITLE:	Director of Information Technology Services	FLSA status:	Exempt
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DEPARTMENT:	Information Technology Services	REPORTS TO:	Vice President of Fiscal Services
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Position summary: Under indirect supervision, this position is responsible for both the administrative and technical management of the Information Technology department. This position reports directly to the Vice President of Fiscal Services, keeping him/her abreast of all planning, organizing, staff and development of Panola College's information technology services.

Position responsibilities:

- Discern and navigate the multi-faceted and distinct IT needs across campus units and functions.
- Train, supervise, mentor, and evaluate personnel (network administrator, computer technicians, database administrator).
- Support the Panola College Infrastructure/Networks/Servers Mail/Print Services Campus Safety.
- Build operating and long-term capital budgets in IT that align with and contribute to institutional budget processes and priorities.
- Support the technology systems and components related to academic's/student services, from registration to the classroom and to online programs.
- Oversee the student information system (Jenzabar/POISE) including the range of associated IT products in use across the College.
- Develop and maintain protocols and policies to protect the College from cyberattacks.
- Lead the Information Technology Committee and oversee College data governance and support the data analytics working groups. Ensure accuracy and consistency of data assets across technology systems.
- Oversee and establish cloud strategy for data storage and backup.
- Responsible for compliance with all applicable information security laws and regulations, including, but not limited to identity theft, privacy, and consumer protection. Oversee the security and privacy of student data within and across technology.
- Maintains college-wide policies and standards related to technology.
- Manage the setup, distribution, and life cycle of equipment for student lending. (Library - including laptops and mobile hotspots) and staff standard equipment.
- Collaborate with cross-functional teams from across the organization in order to enable and support focused initiatives.
- Manages the ERP, coordinating with the vendor and stakeholders to track progress, execute configuration, and launch software on schedule.
- Work with our ERP vendor to streamline data pipelines and processes for meeting mandatory reporting requirements.
- Support for IT help desk.
- Support for MS Office products.
- Occasional flexible work schedule required.

Minimum Position Requirements:

- Master's degree and at least three years' of relevant experience; or Bachelor's degree with at least five years' of relevant experience.
- Three or more years of management experience
- Experience working with data systems
- Regular attendance is considered an essential job function; the inability to meet attendance requirements may preclude the employee from retaining employment.
- Some travel to off campus sites will be required.

Knowledge, Skills, and Abilities Required:

- Present solutions to management level with confidence and effectiveness.
- Oversee, review, and critique the work of others.
- Ability to maintain software technology.
- Foster a team-oriented, collaborative and positive work environment.

- Interpret, apply, and explain rules, regulations, policies, and procedures.
- Operate a computer and related office equipment.
- Establish and maintain cooperative and effective working relationships with others.
- Analyze situations accurately; exercise sound judgment; work independently; and adopt an effective course of action.
- Meet schedules and timelines.
- Communicate effectively both orally and in writing.
- Ability to manage projects end-to-end independently.
- Assure compliance with applicable Panola College policies, procedures, and governmental regulations.

Physical Demands and Work Environment:

- Work is normally performed in a typical interior/office work environment.
- No or very limited physical effort required; however, the employee must occasionally lift and/or move up to 50 pounds.
- No or very limited exposure to physical risk.
- Some travel required.