



Alabama Southern Community College

INTENT TO EMPLOY

(posted July 17, 2015)

Position:	DIRECTOR OF INFORMATION TECHNOLOGY
Minimum Qualifications:	<p>Interviews can only be extended to applicants who meet the minimum qualifications and who complete the application process. Following are the minimum required qualifications for this position (must be specifically documented in application material):</p> <ul style="list-style-type: none">• Knowledge of the function and support of IBM iSeries Administrative Computer System.• Knowledge of Palo Alto Cyber Security hardware and software.• Operational knowledge of VMware for virtual servers.• Knowledge of SAN Storage configuration and management.• CompTIA A+ certification required.• Network + certification required with knowledge of Cisco and Brocade products.• Five years' experience
Preferred Qualifications:	<p>The following are the preferred qualifications for this position:</p> <ul style="list-style-type: none">• Knowledge of the Canvas Learning Management System.• VOIP Cisco Call Manager experience.• Knowledge of and programming capability for Google Apps for Education.• Two-year college experience.
Duties and Responsibilities:	<p>The duties and responsibilities of this position include, but are not limited to, the following:</p> <ul style="list-style-type: none">• Plan, organize, control and direct operations in support of college-wide initiatives involving technology infrastructure and systems.• Provide leadership for research, acquisition, development, design, operation, and implementation of enterprise software applications.• Coordinate the deployment and maintenance of computers, network and multimedia technology systems and related hardware and software. Coordinate and direct resources, related procurement functions, personnel and communication to meet College technology needs and assure smooth and efficient activities.• Supervise and evaluate the performance of assigned personnel; coordinate the work assignments of IT Technicians and review work to assure compliance with established standards, requirements and procedures.• Provide leadership, support and training to members of the Information Technology Department. Assist with IT strategic planning. Coordinate the strategic direction for IT staff including setting priorities, developing technology rollout plans, and reporting on group activities.• Provide consultation to Executive Administrators, faculty, staff, and students in the implementation of their duties that involve the application of technology solutions.• Participate in technology improvement initiatives across the organization. Work closely with other groups to coordinate plans and activities including coordination documentation, reporting on IT oriented projects, and IT issues associated with Facilities Projects. Review, approve and direct the design and implementation of hardware, infrastructure, and networking requirements in new building projects.• Review and update department standards. Recognize and identify potential areas where existing policies and procedures require change or creation. Assure related activities comply with established standards, requirements, laws, codes, rules, regulations, policies and procedures.• Recommend and approve procedural and security standards for Information Technology functions to protect the security of the installation. Assure security standards are maintained.

- Inform management of recurring or projected resource and capacity problems. Initiate and coordinate planning and/or corrective action. Inform management of potential risks and technical failures and proactively mitigate risks in these areas.
- Work with management to coordinate and improve overall Information Technology services.

Salary: Salary level will be determined by educational attainment according to State Board of Education Salary Schedule C3.

Anticipated Begin Date: Negotiable

Application Procedure: To be considered for an interview, the applicant must **submit all of the following:**

- **Letter of Application**
- **Current Resume'**
- **A completed ASCC Employment Application.**
- **Copies of transcripts from all colleges attended and for which degrees have been granted. Degree(s) must be posted on transcripts.**
- **A minimum of three professional references with addresses and phone numbers.**

APPLICATION MATERIALS SUBMITTED VIA FACSIMILE OR E-MAIL WILL NOT BE ACCEPTED. Please do not staple any documents in your packet. If you are applying for more than one position, submit a complete set of information for each position. Once submitted, all applications become the property of ASCC. Requests for copies of application materials, including transcripts, will be denied by the College.

To secure an employment application, go to www.ascc.edu. Send complete application packets to:

**Human Resources
Alabama Southern Community College
Attn: Rodney L. Lord
P. O. Box 2000
Monroeville, AL 36461**

Incomplete application packets will eliminate the possibility of an interview. It is the sole responsibility of the applicant to ensure his or her application packet is complete.

Application Deadline: All Application Materials **must be received** in the Human Resources Office **no later than close of business day, CST, August 7, 2015**, to ensure full consideration.

Please note that ASCC closes at 5:00 p.m. Central Standard Time Monday – Thursday and at 2:00 p.m. on Fridays.

Interview Process: The Recruitment and Selection Committee will screen all applicants for the position and will interview selected, fully qualified applicants in-person. Selected candidates will be notified by telephone. Interviews may consist of the following activities: question/answer session, written assignment, and/or teaching demonstration. Upon completion of the in-person interviews, the committee will recommend finalists for the position to the President, after which final employment decisions will be made.

Additional Information: Alabama Southern Community College is an equal opportunity employer. It is the official policy of the Alabama Department of Postsecondary Education, including postsecondary institutions under the control of the State Board of Education, that no person shall, on the grounds of race, color, handicap, gender, religion, creed, national origin, or age, be excluded from participation in, be denied benefits of, or be subjected to discrimination under any program, activity, or employment. Alabama Southern Community College will make reasonable accommodations for qualified disabled applicants or employees. The College reserves the right to withdraw this job announcement at any time prior to the awarding.

In accordance with Alabama Community College System policy and procedures, the applicant chosen for employment will be required to sign a consent form and to submit a nonrefundable fee of \$17.40 (additional charges may apply) for a criminal background check. Employment will be contingent upon the receipt of a clearance notification from the criminal background check. (Name of your college) is an active participant in the Employment Eligibility Verification Program (E-verify). E-verify electronically confirms an employee's eligibility to work in the United States as required by the Department of Homeland Security.

The college will not incur the cost of applicants' interview expenses.