



## **DIRECTOR OF INFORMATION SYSTEMS AND TECHNOLOGY**

Direct the support staff in administering the college networks and college infrastructure; providing software and network printing support on college servers for all applications, including client/server and in providing first line of support for all networked computers. Responsible for Disaster Recovery to preserve college data. Responsible for coordinating with IS&T all cabling in the building and all network installations. Manage, administer and support the college VM and Windows servers. Involved in setting college policy decisions.

Direct the creation, maintenance and upgrading of databases in the department that track hardware, software inventory and maintenance of PCs and printers.

Coordinate the year-end equipment cycle:

1. Manage the process of preparing, distributing and accumulating a survey instrument for hardware and software in the college.
2. Meeting with the department staff and the assistant dean to prioritize these requests.
3. Determine pricing for items to be purchased, using statewide contracts or negotiation with vendors. Submit, approve and track hardware/software purchase orders until final delivery. Resolve conflicts with vendors.
4. Direct the registering and tracking of all hardware/software delivered.
5. Schedule installation and tracking of new hardware/software.

Manage the budget, personnel and other business related matters for the department. Direct the development of policies and procedures for the computing environment within the college. Prepare annual business school computing surveys, management reports and ASUR reports. Represent department in committee meetings and special project planning. Liaison with various departments outside the college, Facilities, IS&T, University Information Systems & Processes, Financial Affairs, Human Resources, Purchasing and other colleges. Act as consultant for computer and network cable installation on all new and remodeling construction projects in the college, on campus and at off-campus sites.

Coordinate the college tech fee proposal process. Provide support for the college faculty/staff in preparing tech fee proposals. Provide advice and pricing information; assist in writing the proposals. Monitor deadlines for submissions. If awarded, help implement the awarded proposals.

Act as project manager for the creation of college off-site educational facilities. Involved in design and construction, selecting classroom technology, purchasing classroom furniture and instructor workstations. Overseeing the physical site providing support for faculty and staff. Working with IS&T to provide classroom instructional support for these sites.

Responsible for the support and maintenance of myRobinson Learning Management System (LMS). Training faculty, staff and students in the use of myRobinson. Maintain and provide in-class video recording to premium programs. Maintain and support Digital Signage and Door Displays. Maintain and support Customer Relationship Management and credit card processing system.

**Salary:** Negotiable

**Minimum Qualifications:** Bachelor's degree in computer science or a related field and 5 - 7 years of experience in designing and implementing new college educational facilities and providing support for client/server applications; or a combination of education and experience.

**Preferred Qualifications:** The ideal candidate will be a Microsoft Certified Systems Engineer (MCSE).

**To Apply:** Submit an online application, resume and a list of 3 professional references at <https://jobs.gsu.edu>. All the materials must be completed in order to be considered for the position. Please refer to Vacancy# **0602402**. An offer of employment will be conditional on background verification and financial report.

When applying, mention you saw this opening listed at Dice.com

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