NOTICE OF JOB OPENING

TITLE: IT Director (IT Manager III)
DEPARTMENT: Business Affairs/Management Information Services
LOCATION: 3250 ST. MATTHEWS ROAD, ORANGEBURG, SC 29118
CLASS CODE: AM57 SLOT: 0001 POSITION NUMBER: 71299 BAND: 09
OPENING DATE: 12/16/16 CLOSING DATE: Open until filled
TYPE OF POSITION: Full-time, FTE

DESCRIPTION OF POSITION: To provide visionary IT leadership and direction for the overall management and development of the information technology resources for all functions of the institution. This includes the development of strategic IT plans and information technology operating policies and procedures, as well as providing leadership and direction to IT department staff. Also establishes strategies and direction for information security at the institution.

- Manages the selection, installation, support, networking, repair, maintenance, and training of all technologies for the college (includes administrative and academic). Plans and develops budgets for integration of such technologies.
- Provides vision, strategy, and senior leadership for the development and implementation of information technology initiatives which focus on the college’s academic, administrative, student and infrastructure needs. Develops and maintains a college Information Technology Plan.
- Provides project management for all college related administrative and academic IT systems.
- Serves as the college’s information security officer in establishing and maintaining an information security program that includes policies, acceptable practice and standards, awareness training, incident response, risk assessment and management.
- Represents the college at peer group meetings and other functions. Performs other duties as assigned

QUALIFICATIONS: A bachelor’s degree in communications, business administration, computer science (information technology), mathematics, statistics, management information science or a related field and 4 years of experience in telecommunications, data processing, and/or information technology.

PREFERRED QUALIFICATIONS: Master’s degree in a related field and 5 years of progressively responsible related work experience, including supervisory responsibilities.

ADDITIONAL INFORMATION: A knowledge of the following Ellucian Colleague, D2L learning management software, SQL, firewalls, routers, switching, networking, SCCM, IP Telephony, VMware, HyperV, data center operations, IT Security and Threat Protection, AV Systems, sharepoint, enterprise wireless, IP surveillance, video capture, mobile device management, and data encryption is desired. Excellent oral and written communication skills and an ability to work effectively with and at all levels of the institution. Must be able to form alliances and relationships with campus and state constituents to ensure that all information technology efforts are compatible with and supportive of the institution’s goals. Must be able to work collaboratively and effectively with staff and faculty. Ability to make and lead the College in executing complex decisions that are in the College’s best interest is essential. Must be able to accomplish a great deal with limited resources and to mentor and grow staff.

TO APPLY: Persons interested in this opportunity must submit a SC State Government Application, resume, and official transcripts if degree is required for position. Applicants may apply on-line at www.jobs.sc.gov under Orangeburg-Calhoun Technical College or www.octech.edu. Paper applications may be downloaded from HERE or picked up from the Human Resources office. Resumes will not be accepted in lieu of applications. If an accommodation is needed to participate in the application process, please contact Human Resources.

Orangeburg-Calhoun Technical College
Attention: Human Resources
3250 St. Matthews Road
Orangeburg, SC 29118
(803) 535-1209 (telephone)
(803) 535-1411 (fax)
www.octech.edu

Orangeburg-Calhoun Technical College is an Equal Opportunity Employer and it does not does not discriminate on the basis race, color, national origin, religion, sex, disability, or age.

CAMPUS SECURITY ACT INFORMATION AVAILABLE AT www.octech.edu.
PURSUANT TO SECTION 41-1-110 OF THE CODE OF LAWS OF SC, AS AMENDED, THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE COLLEGE.