



## NOTICE OF VACANCY

### Assistant Director of Information Technology

**REPORTS TO:** Director of Information Technology

**DESCRIPTION OF POSITION:** At Mississippi Delta Community College (MDCC), we value the ability to serve students from a broad range of socioeconomic backgrounds, genders, abilities, and orientations. We prioritize applicants who demonstrate they understand the benefits a diverse student population brings to a community college. The successful Senior Systems Analyst will be an equity-minded individual committed to student success by collaborating with faculty, staff, administration, students, and community partners who support the institution's mission.

Develops, implements, monitors, and executes project plans for the design, development, and installation of systems, databases, and application software. Performs work independently under general direction. Provides strategic and tactical planning support for the development of project plans and the maintenance of university information systems. Apply systems analysis and design techniques to solve problems, increase system performance, and enhance user productivity. Design, develop, configure, and implement programs and procedures to meet defined project scope and objectives. Coordinates with users to facilitate project development and to insure effective system usage.

More specifically, the Assistant Director of Information Technology is responsible for the following:

#### DUTIES AND RESPONSIBILITIES

- Acquaint the faculty, staff, and administration on the policies of the Information Technology Department and participate in periodic training sessions for administration, faculty, and staff users.
- Assist in developing project plans, scheduling, monitoring, and communicating project status.
- Conduct technical training for information systems personnel and/or client staff.
- Consult with faculty, staff, and administration on new projects.
- Coordinate both development and maintenance activities associated with ITS supported software systems.
- Develop and adhere to quality assurance practices for college information systems management.
- Develop and maintain technical project plans including scope, deliverables, milestones, and resource utilization.
- Establish and maintain effective communications with clients, software vendors, department staff, and others.
- Maintain the highest level of technical competency in all aspects of college information systems.
- Maintain quality documentation to manage program and system development, revisions, and operation.
- Manage and execute software deployment activities in multi-platform, multi-vendor, and multi-tool enterprise software environment.
- Monitor performance, usage, and operational effectiveness of systems.
- Perform software configuration, implementation, integration, and maintenance for university information systems including both vendor systems and university-developed systems.
- Perform systems analysis/programming, data management, data modeling and business process analysis at the highest technical level.
- Provide software development and maintenance support to university administrative departments.
- Serve as a mentor and provides training to other IT department staff members.
- Submit status reports on assigned projects on regular, prescribed intervals as indicated by management.

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- Performs other duties as assigned by the Director of Information Technology and/or Vice President of Administrative and Student Services.

## **MANDATORY QUALIFICATIONS**

- Applicants must hold the minimum of an Associate degree in Networking, Computer Information Systems, or related field.
- Applicants must have at least two years of experience in installation and maintenance of computer hardware and software; and familiarity with Microsoft Windows operating systems, Microsoft Office suite, Local Area Networks, email, internet, telephone systems, and network cabling
- Applicant must be dedicated to and appreciate the concept of the community college.

## **PREFERRED QUALIFICATIONS**

- 2 years of experience supporting the Ellucian Banner ERP systems.

## **KNOWLEDGE AND SKILLS REQUIRED**

- Applicant must also be able to multitask and maintain a positive attitude.
- Applicant must be able to communicate effectively.
- Applicant must be able to work independently, as well as part of a team.
- Demonstrated competence in all phases of system analysis techniques, concepts, and methods.
- Strong programming and analytical skills with demonstrated ability to assume responsibility for supporting multiple systems.
- Strong team building, collaboration, and communication skills.
- Experience developing systems in Linux/Oracle environment.
- Excellent interpersonal skills, ability to plan and organize, personal initiative, demonstrated ability to perform with professionalism and produce quality, reliable results.
- Strong programming and analytical skills with demonstrated ability to assume responsibility for supporting multiple systems.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hand to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and talk or hear. The employee frequently is required to sit, stand and walk. The employee is occasionally required to climb, balance, stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision. This position may require prolonged periods of viewing a computer screen. This position requires travel and may require working some evenings and weekends.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable

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individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

## **TERMS OF EMPLOYMENT**

This is a full-time, 12-month, Exempt, and Non-Teaching Professional (NP) position

## **SALARY**

The salary will commensurate with education and experience.

## **APPLICATION PROCEDURES**

Applicants should submit all of the following in order for their application to be considered for employment:

1. MDCC Employment Application Form
2. **Unofficial** College Transcript(s)
3. Current Resume
4. Valid Driver's License
5. Authority to Release Information Form/ Consent Form

The MDCC Employment Application can be found on the MDCC Human Resources website, <https://msdelta.formstack.com/forms/applicationforemployment>

Official transcripts **are required upon hire** and may be sent directly from the university/college electronically to [humanresources@msdelta.edu](mailto:humanresources@msdelta.edu) or via postal mail to:

Office of Human Resources - P. O. Box 668 - Moorhead, MS 38761

## **DEADLINE**

Internal/External – May 27, 2024 at 5:00 p.m.

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