

Director of Information Technology

Full-time Salaried

Reporting to the Vice President Administration & Finance, the Director of Information Technology (IT) provides leadership and oversight of all aspects of the University's information technology environment. The Director of IT ensures the proper functioning and security of the University's hardware, software, and networks and takes responsibility for data and information systems governance. The Director of IT chairs the IT Committee and works with that group to assess and prioritize the current and future technology needs of the University.

Responsibilities:

Leadership

- Provide leadership and supervision to the IT Department.
- In consultation with the IT Committee and the VP Admin & Finance, determine, prioritize, and address the computing needs of the University within established budgets.
- Maintain relationships with external consultants and suppliers and negotiate agreements.
- Take responsibility for IT-related administrative policies, monitor compliance, and recommend revisions as appropriate.

Computing environment

- Ensure the proper and reliable functioning of the computing environment.
- Establish and ensure appropriate risk management practices and policies, including acceptable downtime and critical incident response plans.
- Take responsibility for data governance, including considerations of technology general controls over technology infrastructure, security management, and technology acquisition, development and maintenance.

Support

- Facilitate appropriate user support, including helpdesk, desktop, laptop, phone, mobile phones, audio, and A/V. As part of a small department, the Director may need to assist as required.
- Provide information system support to key departmental users.
- Provide internal communication and training with respect to changes in the IT environment.

Qualifications:

- A commitment to CMU's mission and to a Christian church congregation.
- A post-secondary degree in computer science, information technology or related field, or a combination of relevant certifications and work experience.
- Strong leadership skills and the ability to supervise and be part of the IT team.
- Ability to prioritize and manage diverse priorities under time and budget constraints.
- Demonstrated ability to communicate effectively.
- Experience installing, configuring and managing networks (hardware and software).
- Knowledge of current security risks and practices.
- Knowledge of SQL, Exchange, Cisco phones, Windows Servers, video conferencing and audio visual systems would be an asset.
- Able to lift and carry moderately heavy items and to manage the physical demands related to installing and servicing IT resources.
- Willingness to accommodate a flexible schedule, and to provide support or project implementation outside of regular work hours.

Inquiries should be directed to Dianna Robson, Director of Human Resources at 204.594-0532. Applications will be accepted until May 31, 2019 or until this position is filled; applications will be reviewed upon receipt. Applicants should email a resume (PDF or Word document), a cover letter, and the names of three references, in confidence to hrdirector@cmu.ca or to Director of Human Resources, Canadian Mennonite University, 500 Shaftesbury Blvd. Winnipeg, MB R3P 2N2.