Job Title: Director of Network Systems

Summary/Objective
Responsible for overall operation, and management of IT infrastructure activities for the College of Saint Mary.

Essential Functions
- Responsible for organizing, implementing, and maintaining strategies and initiatives in the following key areas:
- Network Management - Responsible for design, development, procurement, and ongoing support of CSM networks, including management of cabling facilities, wireless, wired local areas networks, wide area networks and telephone networks.
- Application Support - Responsible for the availability and integration of server applications utilized by CSM faculty, staff and students.
- Network Server Operations - Responsible for the design and implementation of CSM enterprise applications. Coordinate installation, maintenance with other specialized areas within campus community.
- Security - Responsible for IT security for CSM to include development of the appropriate policies and procedures for implementation as well as enforcement of the policies and procedures.
- Disaster Recovery/Business Continuity - Responsible for the development of Disaster Recovery/Business Continuity policies and procedures as well as enforcement of the policies and procedures.
- Telecommunications - Responsible for ongoing support of the CSM voice network, including changes to infrastructure and/or programming the telephone switch, voicemail system as well as VoIP/UC systems.
- Storage Area Network/Virtual Infrastructure –
- Responsible for design, development, and ongoing support of CSM storage area network and virtualization technologies.
- Provides day-to-day systems management including but not limited to: Active Directory management, group policy management, account provisioning, backups for critical systems, disaster recovery (tape backups), and antivirus solutions.
- Oversees Help Desk Ticketing software including workflow management and prioritization.
- Responsible for interviewing, selecting, training, scheduling, and supervising the student Computer Lab Assistants who manage the campus computer labs on a daily basis.
- Provide expert-level escalation for assisting the Help Desk in resolution of trouble calls for telecommunications, general hardware, software, and network administration areas as directed.
- Train IT staff on ongoing usage/administration of client/server applications.
- Continued Education - Responsible for continued technical and professional growth through hands on training, web based training, and/or professional reading.

Knowledge, Skills and Abilities

- Broad knowledge of Information Technology to include some experience with and/or knowledge of high-speed data networks; interface technology; relational and distributed databases; client-server technology; voice communications technology; and PC hardware and software.
- Excellent analytical skills, and the ability to convert information and needs into practical training opportunities.
- Expert knowledge of networking, PC hardware and software, multimedia, Internet, and computer science technology
- Ability to train and teach others in use of software.
- A friendly personality with excellent communications skills (verbal, listening, and written) in both technical and non-technical settings.

Required Education and Experience
Bachelor's degree in computer science or related field. Three to five years information technology experience. Three years of experience in networking including experience with Windows Server with Active Directory, Microsoft Exchange, SQL, IIS, application and server virtualization (Citrix, Hyper-V) technologies, routers, switches, servers, backup software, SAN, TCP/IP, DHCP, DNS, WINS. Minimum one year hands on experience with telephony systems that could include analog, digital or IP technologies.

Preferred Education and Experience
Master's degree in computer science, or a related field. Additional experience desired in PC hardware and software maintenance, helpdesk and telecommunications.

Application:
Please apply using the following link. Please have a resume, cover letter and contact information for three professional references, including a minimum of one supervisor ready to upload during the application process.

Director of Network Systems Application

College of Saint Mary is a Catholic university dedicated to the education of women in an environment that calls forth potential and fosters leadership. The University is an equal employment opportunity employer and does not discriminate against employees or job applicants on the basis of race, religion, color, sex, sexual orientation, gender identity, pregnancy, age, national origin, disability, veteran status, marital status, or any other status or condition protected by applicable laws, except where a bona fide occupational qualification applies.