DIRECTOR OF INFORMATION TECHNOLOGY

Location:
Dallas, Texas

Deadline to Apply:
Rolling

About Paul Quinn College
Paul Quinn College (PQC) has been widely recognized as one of the most innovative small colleges in America. Founded in 1872, by a group of African Methodist Episcopal Church preachers, PQC is a private, four-year, faith-based, liberal arts-inspired Historically Black College. Located in southern Dallas, we proudly educate students of all races and socio-economic classes under the banner of our institutional ethos, WE over Me. Guided by our mission to create servant leaders and agents of change for the global marketplace, we are committed to providing a quality education that addresses the academic, professional, and social development of students.

By focusing on academic rigor, experiential learning, and entrepreneurship PQC has become a model for urban higher education. As the ninth federally-funded Work College in the nation and the first Urban Work College in history (first-ever minority-serving institution (MSI), historically black college, and Texas-based institution), all PQC residential students are required to work 12-15 hours per week in addition to managing their academic course load. As a Work College, PQC provides students with the unique opportunity to spend their college career gaining real world work experience while paying less than $15,000 per year for tuition, fees, room and board. The vision of the Work College Program is to transform ability into action and potential into achievement by encouraging all students to embrace the ideals of disciplined work, servant leadership, and initiative in preparation for lives of financial freedom, community engagement, and outstanding character.

The Urban Work College model not only makes PQC a unique post-secondary institution, but it is also of material importance for our students given that every year 80 - 85 percent of them are eligible for Pell Grants. Additionally, because our students come from families where long-term unemployment and under-employment is prevalent, our work program provides them with the type of internship experience that they have historically been denied.

Under President Michael J. Sorrell’s leadership, Paul Quinn has become one of the most innovative and respected small colleges in the nation. Fortune magazine recognized President Sorrell’s work and the College’s transformation by naming him one of the World’s 50 Greatest Leaders. President Sorrell is also a three-time award winner of HBCU Male President of the
Position Overview
Paul Quinn College seeks an experienced Director of Information Technology with a strategic and entrepreneurial approach to the delivery of information technology solutions for our students, faculty and staff.

Reporting to the Chief Financial Officer (CFO), the Director of Information Technology (Director), is responsible for the design, implementation, and maintenance of the internal IT infrastructure for the College. The Director will work in a virtualized environment that includes several Microsoft, Linux and Apple servers and computers and will be responsible for all IT related functions including technical planning, implementation and installation of servers, network appliances, security, storage and networking. The Director will develop documentation and automated processes/workflows, and will collaborate with internal and external partners to develop IT solutions, components, and interfaces. The incumbent will also provide systems administration support for the above referenced systems.

Top candidates will embrace an entrepreneurial approach to advancing stewardship opportunities for Paul Quinn College. Experience in higher education is preferred.

Current Computing Environment
The college currently has a newly refreshed network infrastructure including a 10Gbps Internet connection, fiber optic connectivity between all buildings, core and edge switches and wireless access points and the consolidation of several Intel/Windows based servers, running Active Directory, Office/365, SQL, Tegrity, Uniflow, Web/CMS Server, S2/ Security Systems, as well as cloud based applications including CAMS (Unit 4) Student Information System.

Essential Duties and Responsibilities
- Plan, organize and execute all Information Technology (“IT”) related operations for the College including all adopted hardware, software, applications, networks and hosted website. Will design, implement, monitor and maintain high-performing computing systems and networks.
- The Director will be responsible for enhancing the IT infrastructure with load balancing, fail-over, storage and authentication and identity management systems. Seamlessly integrate systems across a mixed environment including Windows, Mac and Linux environments.
The Director, staff (including consultants and interns) will be responsible for designing and implementing various databases for departments of the College, will maintain the content and closely monitor the performance of our hosted website.

The Director improves the overall computing environment of the College through the evaluation and integration of new technology and practices while identifying areas for generating efficiencies and solutions for improvement.

The Director will be responsible for managing the College’s network bandwidth in all of the College’s buildings including the residence halls, student union building, administrative building, education buildings, library, gymnasium, chapel and the College farm.

The Director will collaborate with internal and external stakeholders on the development of technology solutions and security in support of our growth and development goals.

The Director will create, propose, implement and evaluate a Strategic IT Plan which aligns with the Strategic Plan and direction of the College. The IT plan should forecast major purchases, upgrades and expansions and tie in to the annual budget development process. This plan will be reviewed and reevaluated with the CFO and communicated to the President and Board of Trustees and potential donors as necessary.

The Director will assist with the design, implementation and on-going modification of an academic curriculum in technology or computer science. The curriculum should include internships for technology majors in-house.

The Director will operate with a small staff, supplemented by Work Program student Interns and consultants. The Director and staff will develop repeatable assignments and train the Work Program interns in the execution of these assignments such that they are self-sufficient in providing helpdesk assistance to end-users, deploy new hardware and install software applications. Work Program interns should also be proficient in data entry and other administrative functions in the software applications utilized by the College.

The Director will collaborate with various end-user departments such as Academic Affairs, Enrollment Management, Financial Aid, Business Office and the Office of Research and Institutional Effectiveness for the collection and report of data, both internally and externally.

The Director will develop and implement a policies and procedures manual for IT services which should include procedures for new users, quick-links, employee termination, and other areas providing technical support and administrative guidelines.

The Director will provide for the ongoing support and maintenance of all College systems and applications, communicating technical solutions as they are identified or developed. Ensure the consistency and maintainability of existing applications while enforcing standards and security of these systems and applications.

The Director will direct, prioritize the work of the IT staff and provide opportunities for professional development of the staff and self in order to stay abreast of current technology in the higher education industry.

The Director will represent the College both internally and externally including contracting with external Information Technology vendors and partners as needed.
The Director will submit activity reports to the CFO and to the appropriate Grant administrators as required by federal guidelines.

All other duties as assigned.

Qualifications

- Bachelor's degree, or higher, in Computer Science, Management Information Systems, or related field is required. Master's degree preferred.
- 5+ years experience working as an Information Technology Manager/Director.
- Demonstrated ability in leading successful technology departments.
- Experience working with students or in a college or university setting.
- Excellent customer service skills.
- Strong project management and organizational skills.
- Ability to analyze and evaluate information technology systems and applications.
- Intermediate level experience with Microsoft Office software.
- Willingness to adapt development approach to new institutional goals and initiatives.
- Entrepreneurial and forward-thinking approach to planning and decision-making.
- Model a work ethic that promotes growth and advancement of mission values.
- Ability to assume additional managerial responsibilities as appropriate to the position.
- Ability to relate to and effectively communicate with the community, administrators, faculty, staff, students, vendors and the Board of Trustees.
- Programming or DBA Experience with SQL is a plus.
- Experience with CAMS Student Information Systems is a plus.
- Bilingual is a plus.

How to Apply

Please submit your completed application, cover letter, and resume to careers@pqc.edu.

It is the policy of Paul Quinn College not to discriminate against any individual in its educational programs, activities, or employment on the basis of race, color, national origin, sex, disability, veteran status, age, religion, or marital status.