



VACANCY

POSTED 7/6/2022

Salary Range: \$76,400 - \$119,600

IT Director

United World College-USA is seeking an IT Director. Under the supervision of the Associate Head for Finance and Operations, the IT Director provides for the management, leveraging, and customization of information through the use of technology resources in support of UWC-USA's educational programs and operations.

POSITION RESPONSIBILITIES

- Leads in developing and implementing the School's technology plan.
- Manages technical budgets, allocates resources, and determines appropriate project schedules.
- Develops a technology resource approach that can be easily accessed by faculty, staff, and students.
- Designs and develops networking infrastructure and advanced route reliability plans to ensure network safety and stability.
- Manages the overall acquisition of hardware and software. Maintains accurate inventories. Establishes guidelines for sharing equipment campus-wide.
- Evaluates hardware, software, courseware for potential use in instructional or administrative areas.
- Directly supervises the information technology department's personnel. Carries out supervisory responsibilities in accordance with the School's policies. Supervisory responsibilities include hiring and training employees; planning, assigning and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.
- Provides leadership and direction for software solutions and provides counsel to Advancement related to the school's website.
- Provides leadership, direction, and primary accountability for the school's campus page .
- Prepares and monitors related contracts with outside vendors, and agencies.
- Meets and consults with school administrators on the development, maintenance, and effectiveness of data applications; and develops and maintains effective communication and working relationships with faculty, staff, and students.
- Supervises the evaluation, acquisition, installation and maintenance of information and communications technology software to support the educational, instructional, and business administrative needs of the School.

- Coordinates on-going evaluation and recommends procedures to encourage response to educational, instructional, and business administrative needs for information and communications resources.
- Assures the security and validity of School data through the development of information security procedures and adherence to compliance practices guidelines.
- Has a responsibility to report and discontinue any inappropriate or malice, network or user account activity as it occurs.
- Has responsibility to support the preparation of state and federal reporting as dictated by local, state, and federal mandates.
- Gather detailed information from system users to form reasonable solutions.
- Document production strategies and diagram development structure, including detailed comments and explanations of programming code and techniques.
- Address user feedback and hardware and software compatibility issues.
- Perform related duties as assigned.
- Leadership: All UWC-USA employees are expected to provide varying levels of leadership in order to support the UWC mission. Examples include but are not limited to:
 - Actively participating and contributing to committee or task force assignments, providing leadership in campus-wide events or initiatives, strategic planning efforts, in the experiential education program, the dormitories, dining hall, and/or in physical plant initiatives.
 - Initiating strategic discussions and sharing thoughtful and innovative ideas with your co-workers for carrying out the UWC mission and successfully completing day to day work assignments.
 - Demonstrating a growth mindset by believing and acknowledging that intelligence, skills, learning and creativity can all grow with time and experience.
 - In all interactions, upholding the UWC mission and values, and creating an environment that promotes and values diversity, equity and inclusion.

WORKING CONDITIONS

- Office environment.
- Operate office equipment.
- Read handwritten documents and other records or reports.
- Exchange information in person or on the telephone.
- Sitting for extended periods of time.
- Some lifting and carrying of IT related equipment in various sizes, shapes, and weights.

QUALIFICATIONS

Any combination equivalent to:

- Bachelor's degree in a computer related field with equivalent experience
- Seven (7) years of management experience in the area of computers and information systems including communications products and related data systems, project management of enterprise-wide software installation, support of assessment, reporting, and commitment products and data warehousing.

Knowledge of:

- Data communications theory, protocols and hardware.
- Servers and server configuration and operating systems.

- Enterprise level networking structures and security.
- Disaster prevention and recovery technology and procedures.
- Personal computer hardware and software.
- Database design, structures and management.
- Customer service design, organization and operation.
- Internet and Intranet development standards.
- Strategic planning and project management.
- Instructional methods and techniques.
- Organization, management and control of complex computer equipment and data processing systems.
- Physical networking systems including wireless, Ethernet, power over Ethernet and fiber optic cabling.
- Principles and practices of personnel supervision and training.
- Principles of budget preparation and administration.
- Information and Data types and uses.

Ability to:

- Review and check the work products of others to ensure work and information systems standards are met.
- To plan effectively for and use technical and staff resources.
- Generate cohesive documents and materials for informational briefings.
- Develop and articulate long-term strategic plans.
- Express complex ideas clearly and accurately both orally and in writing.
- Assign duties, supervise and evaluate the work of a technical staff.
- Provide or direct others in providing customer service.
- Analyze complex problems and recommend solutions.
- Evaluate computing requirements and user needs and advise on appropriate hardware and software configurations.
- Use one or more developmental languages.
- Conduct meetings and make presentations.
- Direct the training of faculty and staff in IT matters.
- Supervise and evaluate the performance of subordinate staff.
- Establish and maintain effective relationships with those contacted in the course of work.
- Work long hours at a computer desk.
- Plan effectively for project completion and milestone time frames.
- Maintain confidential and positive working relationships with administrators, faculty, staff, parents, students, school and community organizations, vendors, and the general public.

This is a full-time, 12-month, exempt position. This position is located in Montezuma, NM with potential for teleworking from a location within 2 hours ground commute of this location. Reporting onsite will be periodically required. Telework is at the discretion of management and can change at any time with appropriate notice.

Compensation is commensurate with experience; and UWC-USA offers a competitive benefits package.

UWC-USA is an international boarding school. It enrolls up to 240 students in grades 11 and 12.

All students follow the IB Diploma Program. Roughly twenty percent of the students come from the U.S.; the remainder represent more than 90 different countries. Students are admitted on the basis of merit, potential, and promise.

To apply, complete [an application form](#). Applications will be accepted until the position is filled. The successful candidate is required to either be vaccinated, as vaccines are available, or provide a medical or religious waiver, prior to starting this position at UWC-USA.

UWC-USA does not discriminate in its educational programs, activities, or admission and employment practices based on race, color, national origin, gender, sexual orientation, disability, age, religion, ancestry, or any other legally protected class.