

Information Technology Manager

POSITION SUMMARY: The Information Technology Manager is charged with managing, maintaining, and updating all technology at MC Law. This includes but is not limited to the faculty and staff computers, servers and infrastructure equipment, networking equipment, and classroom technology. Collaborates with the Computer Services staff located on the Clinton Campus.

ESSENTIAL FUNCTIONS:

- Maintain Faculty and Staff Computer Systems
- Maintain Classroom Technologies
- Maintain Network and Server Systems
- Supervise the IT Staff
- Maintain knowledge of current technologies in the PC industry
- Install/replace/upgrade/repair workstations as needed
- Be on call 24/7 for PC or technology emergencies
- Administer Examsoft System
- Provide minimal support to students
- Manage Network switches and wiring
- Manage VOIP phone system
- Manage Website
- Custom Web Application creation and maintenance (PHP/MySQL)

OTHER RESPONSIBILITIES:

- Other duties as assigned

QUALIFICATIONS:

- College Degree in Computer Science or Technology is required
- Experience in hardware diagnosis and maintenance of PC systems
- Specialized technical training and skills
- Good verbal and interpersonal communication skills

Reports to: Assistant Dean for Information, Technology & Research

FSLA Status: Exempt